

# TeamWorks Travel and Expense

With Concur Technologies

## **TTE:** Approver Handbook



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## Document Revision History:

Date	Notes / Comments / Changes
12/14/2011	Document Release
09/21/2012	Updated for software release
02/25/2013	Update for software release.
05/12/2013	Updated Branding from GTE to TTE, Header and Footers only
11/20/2013	Updated branding, minor format changes.
04/23/2014	Updated for Previous/Next when viewing approved Expense Reports, minor format changes

## Welcome to TeamWorks Travel & Expense (TTE)

TeamWorks Travel & Expense powered by Concur integrates expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all of the tools State of Georgia travelling employees need to book travel as well as create and submit expense reports. Managers use the service to review and approve expense reports, Cash Advance Requests and Requests. Back-office employees use the service to produce audit reports, ensure Travel Policy compliance, and deliver business intelligence to help the State of Georgia reduce its costs.

## Section 1: Log on to TeamWorks Travel & Expense

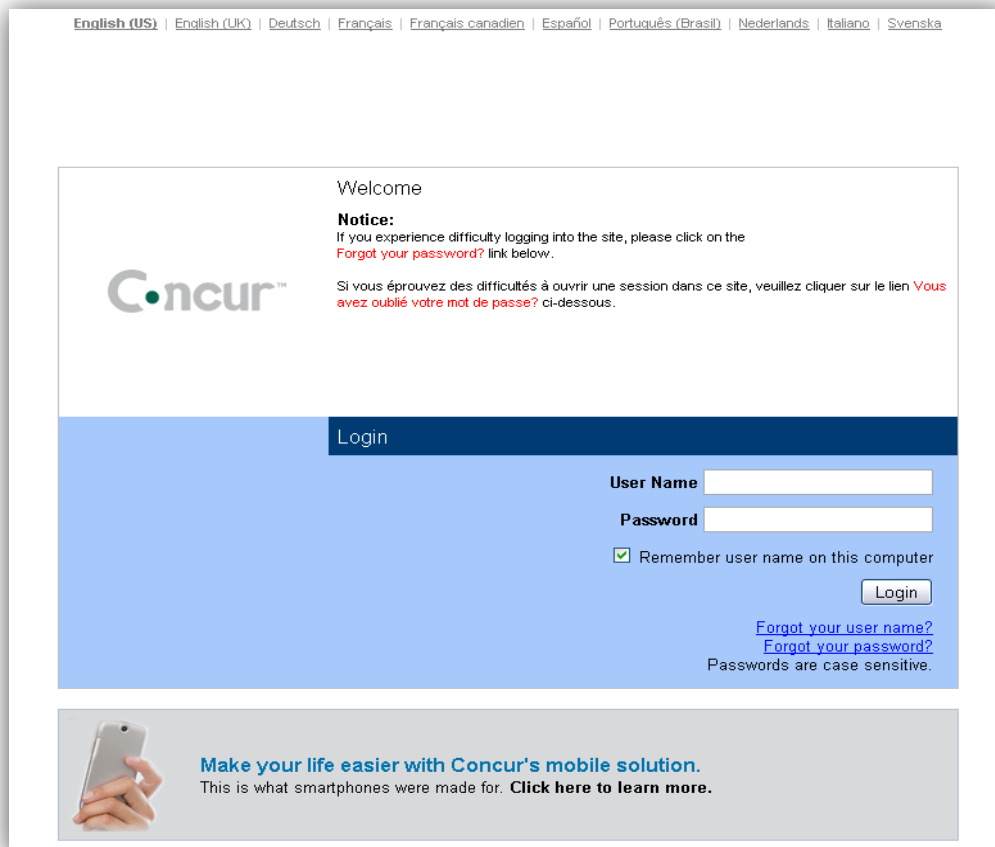
### How to...

1. Log on to TeamWorks Travel & Expense with the username and password provided by your Local Travel & Expense Administrator.

### Additional Information

Your password is case sensitive.

If you are not sure how to log on, check with your Local Travel & Expense Administrator or contact the SAO Customer Service Center.



English (US) | English (UK) | Deutsch | Français | Français canadien | Español | Português (Brasil) | Nederlands | Italiano | Svenska

Welcome

**Notice:**  
If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.

Si vous éprouvez des difficultés à ouvrir une session dans ce site, veuillez cliquer sur le lien [Vous avez oublié votre mot de passe?](#) ci-dessous.

**Concur**

Login


User Name

Password

☒ Remember user name on this computer

Login

[Forgot your user name?](#)  
[Forgot your password?](#)  
Passwords are case sensitive.

 **Make your life easier with Concur's mobile solution.**  
This is what smartphones were made for. [Click here to learn more.](#)

## Section 2: Explore the My Concur Page

The **My Concur** page includes several sections that make it easy for you to navigate and find the information you need.

The screenshot shows the My Concur interface. At the top is the Concur logo and a navigation bar with tabs: My Concur, Travel, Expense, Invoice, Reporting, Administration, and Profile. Below the navigation bar, the page is divided into two main sections.

**Trip Search Section:** This section includes a promotional banner for mobile use, a "Trip Search" header, and tabs for Flight, Car, Hotel, Taxi, Rail, Flight Status, and Dining. It features radio buttons for Round Trip, One Way, and Multi-Segment. The "Departure City" is set to SEA - Seattle Tacoma Intl Arpt - Seattle, WA. The "Arrival City" is empty. The "Departure" date is set to 9:00am with a ± 3 dropdown. The "Return" date is set to 5:00pm with a ± 3 dropdown. There are checkboxes for "Pick-up/Drop-off car at airport", "Automatically reserve this car", and "Find a Hotel".

**Expense Reports (7) Section:** This section has buttons for "New Expense Report" and "View Reports". It contains a table with the following data:

Report Name	Status	Report Date	Total
<b>OE Lunches Sept. 14-15</b> Lunches for Intelligence Training	Approved	09/20/2010	\$164.86
<b>Training</b> Training	Not Filed	09/16/2010	\$1,115.00
<b>Elan Expense Training 09/08/10</b> Onsite Expense Training	Final Accounting Approval	09/15/2010	\$231.11
<b>Sales Training</b> Work with new sales system.	Not Filed	09/10/2010	\$0.00
<b>Trip to San Francisco</b> Onsite Expense Training	Sent Back to Employee - Calnan, Brenna M	09/09/2010	\$57.00
<b>Hub International</b> Travel & Expense Training for Hub International	Approved	08/31/2010	\$64.00
<b>Training for Hub International</b> Concur Travel & Expense onsite training for Hub International	Approved	08/23/2010	\$700.74

**Company Info Section:** This section has a header "Company Info" and a message: "Welcome to Concur Expense and Invoice. Please click the Expense or Invoice tab to start."

### How to...

Use the **Trip Search** section.

Explore the **Weather** section.

Look at the **Company Info** section.

### Additional Information

This section provides the tools you need to book a trip with any or all of these: flight, car, or hotel.

***This section appears on My Concur only if your agency uses Travel.***

This section shows you the weather conditions at any selected airport.

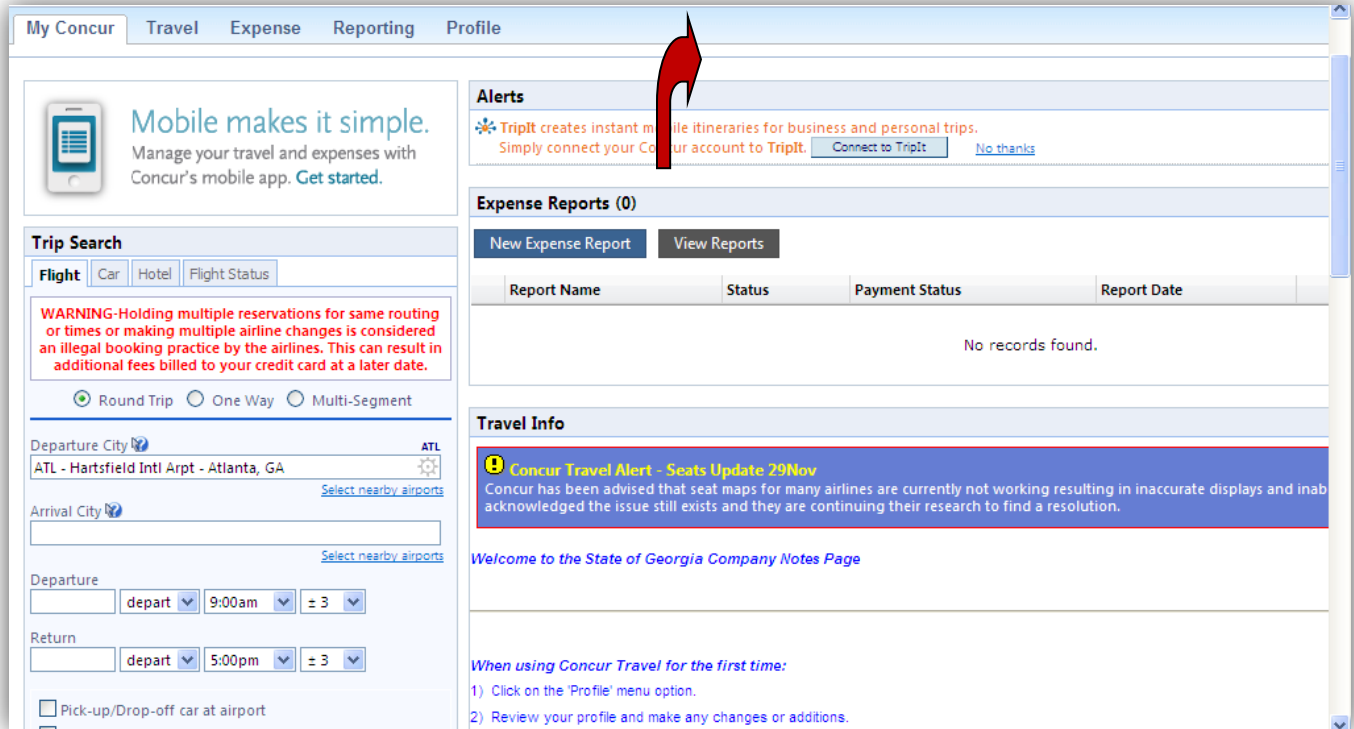
This section displays information and links provided by your company.

## Section 2: Explore the My Concur Page (Continued)

How to...	Additional Information
Use the <b>Expense Reports</b> or <b>Active Work</b> section.	<p>This section provides links to create a new expense report, or view your existing reports, authorization requests, or cash advances. It also lists your unsubmitted expense reports.</p> <p><i>If your agency uses Authorization Requests and/or Cash Advances, this section is titled "Active Work." Otherwise, the section is titled "Expense Reports."</i></p>
Explore the <b>Approval Queue</b> section.	<p>This section lists the expense reports awaiting your review and approval as well as any Travel Authorization requests or Cash Advances if you are an approver for those functions.</p> <p><i>This section appears on My Concur only if you are an Expense approver and if you have received at least one report for approval.</i></p>
Explore the <b>Trip List</b> section.	<p>This section lists your outstanding trips.</p> <p><i>This section appears on My Concur only if your agency uses Travel.</i></p>
Explore the <b>Trips Awaiting Approval</b> section.	<p>This section lists the trips awaiting your approval.</p> <p><i>This section appears on My Concur only if your agency uses Travel and if you are a travel approver.</i></p>
Explore the <b>Available Company Card Charges</b> section.	<p>This section lists all imported company credit card transactions.</p>
Explore the <b>Travel Info</b> section.	<p>This section provides contact information for help with booking travel and general travel information.</p> <p><i>This section appears on My Concur only if your agency uses Travel.</i></p>

## Customize My Concur

You can move the panes around the **My Concur** page to better meet your needs. Click the top bar of a pane and drag it to a new position on the page.



The screenshot shows the 'My Concur' interface with a top navigation bar containing 'My Concur', 'Travel', 'Expense', 'Reporting', and 'Profile'. A red arrow points to the top bar of the 'Alerts' pane, indicating it can be dragged.

**Mobile makes it simple.**  
Manage your travel and expenses with Concur's mobile app. [Get started.](#)

**Trip Search**  
Flight | Car | Hotel | Flight Status  
**WARNING**-Holding multiple reservations for same routing or times or making multiple airline changes is considered an illegal booking practice by the airlines. This can result in additional fees billed to your credit card at a later date.  
Round Trip | One Way | Multi-Segment  
Departure City: ATL - Hartsfield Intl Arpt - Atlanta, GA  
Arrival City:  
Departure: depart 9:00am ± 3  
Return: depart 5:00pm ± 3  
☐ Pick-up/Drop-off car at airport

**Alerts**  
Triplt creates instant mobile itineraries for business and personal trips. Simply connect your Concur account to Triplt. [Connect to Triplt](#) [No thanks](#)

**Expense Reports (0)**  
New Expense Report | View Reports  
Report Name | Status | Payment Status | Report Date  
No records found.

**Travel Info**  
**Concur Travel Alert - Seats Update 29Nov**  
Concur has been advised that seat maps for many airlines are currently not working resulting in inaccurate displays and inab acknowledged the issue still exists and they are continuing their research to find a resolution.  
[Welcome to the State of Georgia Company Notes Page](#)  
**When using Concur Travel for the first time:**  
1) Click on the 'Profile' menu option.  
2) Review your profile and make any changes or additions.



## Section 3: Review and Approve Expense Reports

As an approver, you can approve an expense report "as is"; send an expense report back to the employee to modify and resubmit; or add another approver to the Work Flow. Remember, as an approver you will be required to attest to the validity of the expenses submitted on the Expense Report and that you viewed the attachments to the best of your knowledge.

The TEAMWORKS Travel & Expense system is configured to the Travel Policy and any specific Agency requirements. As an approver you are the second tier of Policy compliance, the system is tier one. The system will track everything you do, or do not do, when you electronically handle the Expense Report, Request or Cash Advance Request sent to you.

### *Review and Approve an Expense Report*

All reports awaiting your review and approval appear in the **Approval Queue** section of **My Concur**.

Approval Queue					
Travel Requests (2)		Expense Reports (2)			
	Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
	tst 2-1 to 1 tst	Abercrombie, William	02/07/2013	\$85.00	\$85.00
	Nov 3-16 Travel Normal Travel	 Abercrombie, William	11/03/2012	\$1,088.12	\$1,088.12

#### How to...

1. Access an Expense Report from the **Approval Queue** by clicking on the Report Name.

#### Additional Information

The **Expense Report** opens.

You can immediately see if there are exceptions, allocations and comments contained in an expense Report by the presence of various icons.

Nov 3-16 Travel [Abercrombie, William]

SummaryDetailsReceiptsPrint / Email

Send Back to Employee

Approve

Approve & Forward

Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Office Supplies	11/03/2012	\$30.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car Mil..	11/04/2012	\$124.32	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses

View

	Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount
	11/13/2012	Fixed Meals		Normal Travel	Moultrie, Georgia	Out of Pocket	\$21.00
	11/12/2012	Fixed Meals		Normal Travel	Valdosta, Georgia	Out of Pocket	\$21.00
	11/08/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$137.05
>	11/08/2012	Hotel	Comfort Inns	Normal Travel	Savannah, Georgia	Out of Pocket	\$230.00
	11/08/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
	11/07/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$131.54
	11/06/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$137.64
	11/06/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
	11/05/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$252.53
	11/04/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$124.32
	11/04/2012	Tolls		Normal Travel	Warner Robins, G...	Out of Pocket	\$1.00
	11/03/2012	Office Supplies		Normal Travel		Out of Pocket	\$30.00

TOTAL AMOUNT

\$1,088.12

TOTAL REQUESTED

\$1,088.12

Report Summary

Report Totals

Amount Due Co..	Amount Due Em..
\$0.00	\$988.12

Travel Requests (1)

> NameReque..Am..Am..

> Trip to...3EJA\$350.00\$100.00

Cash Advances (1)

Cash .. Reque.. Amo.. Start.. Avail..

DC Pe... 02/11...\$100.00\$100.00\$0.00



## TTE System: Approvers Handbook

You can immediately tell if there were Requests or Cash Advances in the Summary section. Clicking on the Request name will display the detail. Cash Advance shows advances assigned to this report.

**Booking Business Travel**

Request ID : **3EJA**  
Approval Status : **Approved**

Employee Name : **Abercrombie, William A.**  
Default Manager Name : **Thornton, John A.**  
Default Manager Email : **john.a.thornton@georgia.gov**  
Country : **UNITED STATES**  
\*SOG Org Unit 1-Business Unit : **40400**  
\*SOG Org Unit 2-Department : **STATE GOVERNMENT DIVISION**  
\*SOG Org Unit 4-Fund Source : **STATE GENERAL FUNDS**  
\*SOG Org Unit 5-Class : **301**  
\*SOG Org Unit 6-AP Vendor ID : **0000381129**

Sender Name : **Abercrombie, William A.**  
Default Manager Name : **Thornton, John A.**  
Default Manager Email : **john.a.thornton@georgia.gov**  
Country : **UNITED STATES**  
\*SOG Org Unit 1-Business Unit : **40400**  
\*SOG Org Unit 2-Department : **STATE GOVERNMENT DIVISION**  
\*SOG Org Unit 4-Fund Source : **STATE GENERAL FUNDS**  
\*SOG Org Unit 5-Class : **301**  
\*SOG Org Unit 6-AP Vendor ID : **0000381129**

Start Date : **01/07/2013**  
End Date : **01/09/2013**  
Travel Request Policy : **\*SOG Request Policy 1**  
Purpose : **Annual XYZ Conference**

**Segments**

**Hotel Reservation**  
Foreign Amount : \$225.00

- To review the Report Header information, click on the **Details** tab and select the **Report Header** from Report section of the drop down menu.

**Nov 3-16 Tr...** [Abercrombie, William]

Send Back to Employee | Approve | Approve & Forward

Summary | **Details** | Receipts | Print / Email | Hide Exceptions

**Exceptions**

- Report**
  - Report Header**
  - Totals
  - Audit Trail
  - Approval Flow
  - Comments
  - Cash Advances**
    - Assigned
  - Allocations**
    - Allocations
  - Travel Allowances**
    - Itineraries
  - Expenses & Adjustments
  - Reimbursable Allowances Summary

**Expenses**

Line	Business Purpose	City	Payment Type	Amount
1	Normal Travel	Moultrie, Georgia	Out of Pocket	\$21.00
2	Normal Travel	Valdosta, Georgia	Out of Pocket	\$21.00
3	Normal Travel		Out of Pocket	\$137.05
4	Normal Travel	Savannah, Georgia	Out of Pocket	\$230.00
5	Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
6	Normal Travel		Out of Pocket	\$131.54
7	Normal Travel		Out of Pocket	\$137.64
8	Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
9	Normal Travel		Out of Pocket	\$252.53
10	Normal Travel		Out of Pocket	\$124.32
11	Normal Travel	Warner Robins, G...	Out of Pocket	\$1.00
12	Normal Travel		Out of Pocket	\$20.00

**TOTAL AMOUNT** \$1,088.12 **TOTAL REQUESTED** \$1,088.12

**Summary**

**Report Summary**

Amount Due Co...	Amount Due Em...
\$0.00	\$988.12

**Travel Requests (1)**

Name	Reque...	Am...	Am...
Trip to ...	3EJA	\$350.00	\$100.00

**Cash Advances (1)**

Cash ..	Req...	Amo...	Start...	Avail...
DC Pe...	02/11...	\$100.00	\$100.00	\$0.00

<https://implementation.concursolutions.com/Expense/Client/default.asp#>

## TTE System: Approvers Handbook

The **Report Header** page appears to allow you to view the contents of the Report Header.

Any approved **Requests** assigned to the Expense report will be listed in the Request section as well as in the Summary section shown on the previous page..

Pay particular attention to the **Trip Type** as it affects which General Ledger accounts will be used for this Expense Report.

Click **Cancel** when you are done viewing.

Report header for: Nov 3-16 Travel

Previous Comment [View All](#)

Entered By John Thornton: meals

Report Date: 11/03/2012

Report Name: Nov 3-16 Travel

Trip Type: In-State Travel

Policy: State of Georgia Expense Policy 1

Trip Start Date: 11/03/2012

Trip End Date: 11/16/2012

Purpose of Trip: Normal Travel

Comment:

Employee Name: Abercrombie, William

Report Key: 42273

Report Currency: US, Dollar

Receipts Received: Yes

Submit Date: 02/14/2013

Approval Status: Submitted & Pending Approval

Payment Status: Not Paid

Vendor ID: 0000381129

Special Activity:

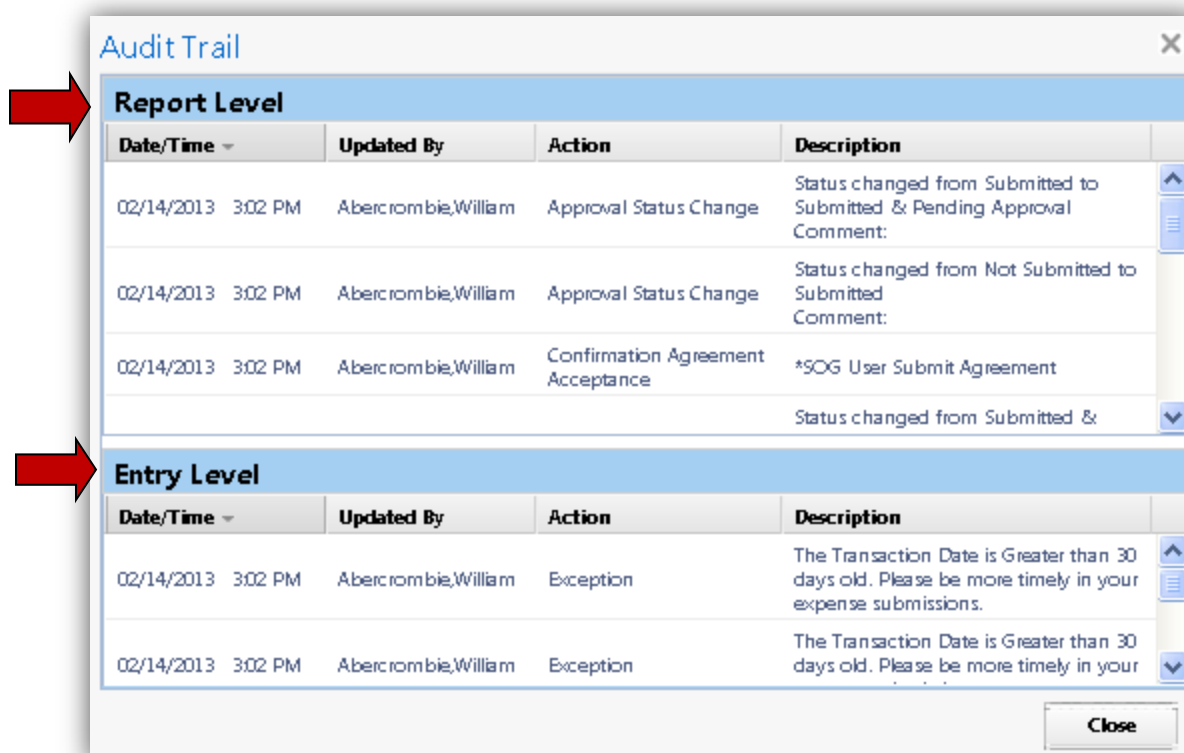
**Travel Requests**

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Trip to Savannah 1-7 to...	3EJA	No	\$350.00	\$350.00	\$100.00

Save Cancel

- To review the Audit Trail of this Expense Report, click on the **Details** tab and select the **Audit Trail** from the drop down menu.

The **Audit Trail** appears allowing you to view the history of this expense report. A history of every time the report is "touched" after it is submitted appears here – including the system "touches" such as Exception Icons and Expense Report Status changes.




Audit Trail				
Report Level				
Date/Time	Updated By	Action	Description	
02/14/2013 3:02 PM	Abercrombie,William	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:	⬆
02/14/2013 3:02 PM	Abercrombie,William	Approval Status Change	Status changed from Not Submitted to Submitted Comment:	
02/14/2013 3:02 PM	Abercrombie,William	Confirmation Agreement Acceptance	*SOG User Submit Agreement	
			Status changed from Submitted &	⬇
Entry Level				
Date/Time	Updated By	Action	Description	
02/14/2013 3:02 PM	Abercrombie,William	Exception	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.	⬆
02/14/2013 3:02 PM	Abercrombie,William	Exception	The Transaction Date is Greater than 30 days old. Please be more timely in your	⬇
				Close

The Audit Trail is segmented into two sections: Report Level and Expense Level. The Audit Trail is created automatically and requires no action by the Employee, Approvers or Back Office.

Click **CLOSE** when you are done viewing.

4. To review Allocations made by the employee on the Expense Report:

- Items displaying the allocation icon  have allocations entered.

Expense	Date	Amount	Exception
Office Supplies	11/03/2012	\$30.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car Mil.	11/04/2012	\$124.32	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount
11/13/2012	Fixed Meals		Normal Travel	Moultrie, Georgia	Out of Pocket	\$21.00
11/12/2012	Fixed Meals		Normal Travel	Valdosta, Georgia	Out of Pocket	\$21.00
11/08/2012	Personal Car Mil.		Normal Travel		Out of Pocket	\$137.05
11/08/2012	Hotel	Comfort Inns	Normal Travel	Savannah, Georgia	Out of Pocket	\$230.00
11/08/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
11/07/2012	Personal Car Mil.		Normal Travel		Out of Pocket	\$131.54
11/06/2012	Personal Car Mil.		Normal Travel		Out of Pocket	\$137.64
11/06/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
11/05/2012	Personal Car Mil.		Normal Travel		Out of Pocket	\$252.53
11/04/2012	Personal Car Mil.		Normal Travel		Out of Pocket	\$124.32
11/04/2012	Tolls		Normal Travel	Warner Robins, G...	Out of Pocket	\$1.00
11/03/2012	Office Supplies		Normal Travel		Out of Pocket	\$30.00

TOTAL AMOUNT: \$1,088.12    TOTAL REQUESTED: \$1,088.12

- You have two options to view the allocation:

Hover you mouse over the allocation icon to display the data

The Allocation details appear with either option.

**Note:** Not all agencies are configured for Allocations to be entered by the Employee submitting the Expense Report.

Percentage	Department	Program	Fund Source	Fund	Project	Class	Activity	Code
60	STATE GOVERN...	(0850201) Statewi...	(01000) STATE GE...	(10100) Operations	(01) STATE BASE ...	301		-4042010600-085...
40	STATE GOVERN...	(0740500) Poultry...	(01010) STATE_FU...	(10100) Operations	(01) STATE BASE ...	301		-4042010600-074...

- Click on the **Details** tab and select **Allocations** from the Allocation section of the drop down menu.

The allocations will then display. Use the scroll bar at the bottom of the box to view all the fields.

Nov 3-16 Travel (Abercrombie, William)

Summary Details Receipts Print / Email

Exceptions

Expense

Personal Car Mil.

Personal Car Mil.

Expenses

Report

Report Header

Totals

Audit Trail

Approval Flow

Comments

Allocations

Allocations

Travel Allowances

Itineraries

Expenses & Adjustments

Reimbursable Allowances Summary

Expense	Amount	Approved Amount	Reviewed	Trip Type	In-State Travel	Comment
Personal Car Mil.	\$252.53	\$252.53	No	In-State Travel		

**Allocations for Report: Nov 3-16 Travel**

**Expense List**

Date	Expense	Group	Amount
11/13/2012	Fixed Meals		\$21.00
11/12/2012	Fixed Meals		\$21.00
11/08/2012	Personal Ca...		\$1 37.09
11/08/2012	Tolls		\$1.00
11/07/2012	Personal Ca...		\$1 31.54
11/06/2012	Personal Ca...		\$1 37.64
11/06/2012	Tolls		\$1.00
11/05/2012	Personal Ca...	2	\$252.53
11/04/2012	Personal Ca...		\$124.32
11/04/2012	Tolls	3	\$1.00
11/03/2012	Office Supp...	1	\$30.00

**Hotel**

Date	Expense	Amount
11/07/2012	Hotel	\$100.00
11/07/2012	Occupancy...	\$10.00
11/07/2012	Internet Ch...	\$5.00
11/06/2012	Hotel	\$100.00
11/06/2012	Occupancy...	\$10.00
11/06/2012	Internet Ch...	\$5.00

**Allocations**

Total: \$252.53 Allocated: \$252.53 (100%) Remaining: \$0.00 (0%)

Percentage	Department	Program	Fund Source	Fund
60	STATE GOVERN...	(0850201) Statewi...	(01000) STATE G...	(10100) Operatic
40	STATE GOVERN...	(0740500) Poultr...	(01010) STATE_F...	(10100) Operatic

**Buttons:** Allocate Selected Expenses, Clear Selections, Sum, Select Group, Allocate By, Add New Allocation, Delete Selected Allocations, Save, Cancel, Done.

Click on **Cancel** and then **Done** when you complete viewing the allocations.

## 5. To view any approved Cash Advances assigned to the Expense Report

- View the Cash Advance item on the Summary. or
- Click on the **Details** tab and select **Assigned** from the Cash Advances section.
- Click **Cancel** when you are done viewing

The Cash Advances Assigned to Report window opens and lists the Cash Advance assigned. It shows the amount of the Cash Advance, how much was used in the Expense Report and any Balance.

If the **Cash Advance** was more than the expenses, make certain that the employee showed a **Cash Advance Return** line item in expenses for the difference and that the Agency has received a check from the employee for this difference.

**Details** | Receipts | Print / Email

- Report
  - Report Header
  - Totals
  - Audit Trail
  - Approval Flow
  - Comments
- Cash Advances**
  - Assigned**
- Travel Allowances
  - Itineraries
  - Expenses & Adjustments
  - Reimbursable Allowances Summary
- Allocations
  - Allocations

Cash Advances Assigned to Report

Cash Advance Name	Foreign Amount	Exchange Rate	Amount	Balance	Amount Used in Report
DC Peace Officer Conv. ...	\$100.00	1	\$100.00	\$0.00	\$100.00

Delete from Report Cancel

- To review Travel Allowances (Meals Per Diem) assigned to this Expense Report, click on the **Details** tab and select the **Itineraries** from the Travel Allowances section of the drop down menu.

In the same window (see red arrow), click on the **Expenses & Adjustments** tab to view the details by meal period for each day.

The Assigned Itineraries will display.

Use the Scroll Bars to the right if necessary to review all the entries.

**Note:** The system is configured to automatically determine high or low cost areas based on the last business location visited that day.

The Expenses & Adjustment tab opens.

Travel Allowances For Report Nov 3-16 Travel

Assigned Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 11/12/2012 Valdosta				
Atlanta, Georgia	11/12/2012 7:00 AM	Valdosta, Georgia	11/12/2012 9:30 AM	US-GA, UNITED STATES
Valdosta, Georgia	11/12/2012 6:00 PM	Atlanta, Georgia	11/12/2012 8:30 PM	FULTON COUNTY, US-GA, US
Itinerary: 11/13/2012 Moultrie				
Atlanta, Georgia	11/13/2012 8:00 AM	Moultrie, Georgia	11/13/2012 10:00 AM	US-GA, UNITED STATES
Moultrie, Georgia	11/13/2012 7:00 PM	Atlanta, Georgia	11/13/2012 9:00 PM	FULTON COUNTY, US-GA, US

Done

Exclude   All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	11/12/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	11/13/2012 Moultrie, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00

Use the Scroll Bars to the right if necessary to review all the entries.

A checkbox next to a meal indicates that the employee did not claim that meal and the amount of the total reimbursement claimed for that day was reduced by that specific meal allowance in the Amount column.

Note that per the Travel Policy for any single day travel not requiring an overnight stay, the employee must be in Travel Status for at least 13 hours to qualify for a Travel (Meals Per Diem) Allowance. The system automatically takes this into consideration.

Click **DONE** when you are finished viewing the details.

- To review the Comments History of the Expense Report, click on the **Details** tab and select **Comments** from the Report section of the drop down menu.

You may add comments in the comments section.

Click **Save** to save your comments or **Cancel** to exit without adding any comments.

Date	Entered By	Comment Text
02/14/2013	Thornton, John A.	meals
02/14/2013	Thornton, John A.	travel request

If you would like to add a comment to this report, type it in the text box below and then click Save.

Comment

Save Cancel

- To review individual Expenses in the expense report, click on the expense item to display the Expense detail to the right.

Details of the expense as entered by the employee will display.

Pay particular attention to the information in any Comment boxes. Important information from the employee is contained in the comments and may be necessary for you to accept the expense.

**Note:** Hover the cursor over any icons appearing with any expense item to quickly view the information for comments, allocations, etc.

	Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount
	11/13/2012	Fixed Meals		Normal Travel	Moultrie, Georgia	Out of Pocket	\$21.00
	11/12/2012	Fixed Meals		Normal Travel	Valdosta, Georgia	Out of Pocket	\$21.00
	11/08/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$137.05
	11/08/2012	Hotel	Comfort Inns	Normal Travel	Savannah, Georgia	Out of Pocket	\$230.00
	11/08/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.							
	11/07/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$131.54
	11/06/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$137.64
	11/06/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
	11/05/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$252.53
	11/04/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$124.32
						TOTAL AMOUNT	\$1,088.12
						TOTAL REQUESTED	\$1,088.12

Expense

Summary

Expense Type  
Tolls

Transaction Date  
11/08/2012

Purpose of Trip  
Normal Travel

Vendor Name

City  
Savannah, Georgia

Payment Type  
Out of Pocket

Amount  
1.00 USD

☐ Personal Expense (do not reimburse)

Save

Attach Receipt

Use the scroll bars to the right of the Expense detail to view all the information.

Pay particular attention to Trip Type and Payment Type. Payment Type determines whether an employee receives reimbursement or not.

- To Review Personal Car Mileage: Additional information may need to be reviewed for some expense types.

To verify that the mileage claimed matches the mileage calculated click on **Mileage Calculator** at the bottom of the expense detail to the right.

The Mileage Calculator entry window will appear.

Mileage Ca

Save

Attach Receipt



**Mileage Calculator**

**Waypoints** Distances Personal

Waypoint	Address	Distance (MI)
A	201 Denna Dr, Alpharetta, GA 30009, US	29.3 MI
B	200 Piedmont Avenue SE, Atlanta, GA 30333, US	71.0 MI
C	100 Reece St, Rome, GA 30161, USA	22.5 MI
D	2 Main Line Rd, Rockmart, GA 30153, USA	38.3 MI
E	1000 Chastain Road, Kennesaw, GA 30144, US	25.4 MI
F	201 Denna Dr, Alpharetta, GA 30009, US	

**Deducted Commute Distance**

**Home**  
201 Denna Dr, Alpharetta, GA 30009, US

**Office**  
200 Piedmont Avenue SE, Atlanta, GA 30333, US

☒ Deduct Round Trip

☒ Deduct Commute

**TOTAL PERSONAL** 58.6 MI **TOTAL BUSINESS** 127.9 MI

Map data ©2011 Google - [Terms of Use](#)

Close

You can view the Waypoints, commute mileage, total personal miles and total business miles for each day claimed individually. Use the scroll bars as necessary to view complete data for the day you have selected.

Odometer readings have been replaced with the waypoints.

**Note:** Employees are reimbursed for Personal Car Mileage in excess of what they would normally drive from home to their normal assigned work station and back on a normal work day.

There are several factors you must take into consideration with regard to the Deduct Commute and Deduct Round trip elections. If the travel was made on a weekend which is not a normal work day or a state holiday or if the employee's assigned Primary Work Station is his or her home the normal commute mileage election is not required.

Teleworking does not exempt the employee from deducting normal commute miles on a telework day. Additionally, employees are only required to deduct normal round trip commute mileage ONCE on trips with overnight stays. They have the option to enter it in multiple ways: all on one day, the first half on day one and the last half on the last day. Pay particular attention to all the areas marked with arrows (see previous page).

Click **Close** when you are done viewing the

waypoints and return to the Expense detail.

Compare the Total Business miles from the Mileage Calculator with the Distance miles on the Expense detail. If there is a discrepancy, there should be an explanation in the Comments box. You should also see a note in the exceptions box advising of the difference between the calculated and claimed mileage if no entry was made in the Comments box.

Exceptions happen!

Sometimes there are valid exceptions. Employees are required to provide you with information why they made an exception (such as override the mileage from the Mileage Calculator due to detours or locations with no street address, using a personal vehicle when normally a rented vehicle would be more economical, etc.) in the Comments box in the Expense detail area.

The box can hold much more information than it appears! Notice the up and down arrows.

Any discrepancies without an explanation in the Comments box should qualify the Expense Report to be returned to the employee for correction.

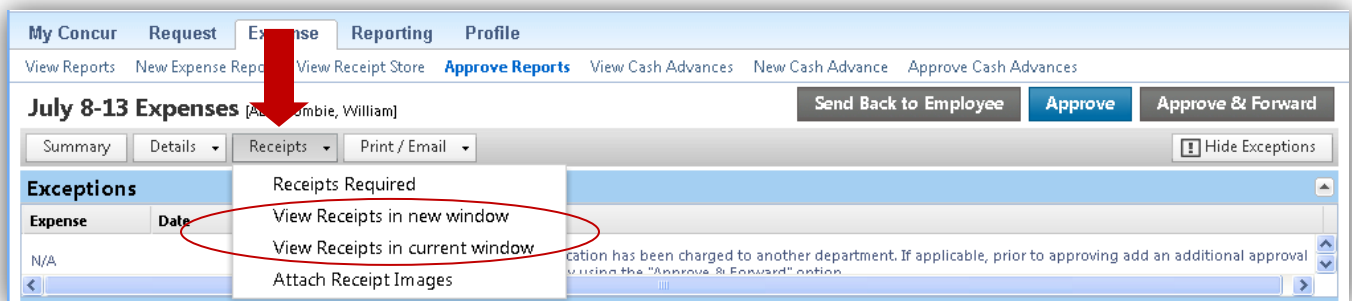
Things to look for:

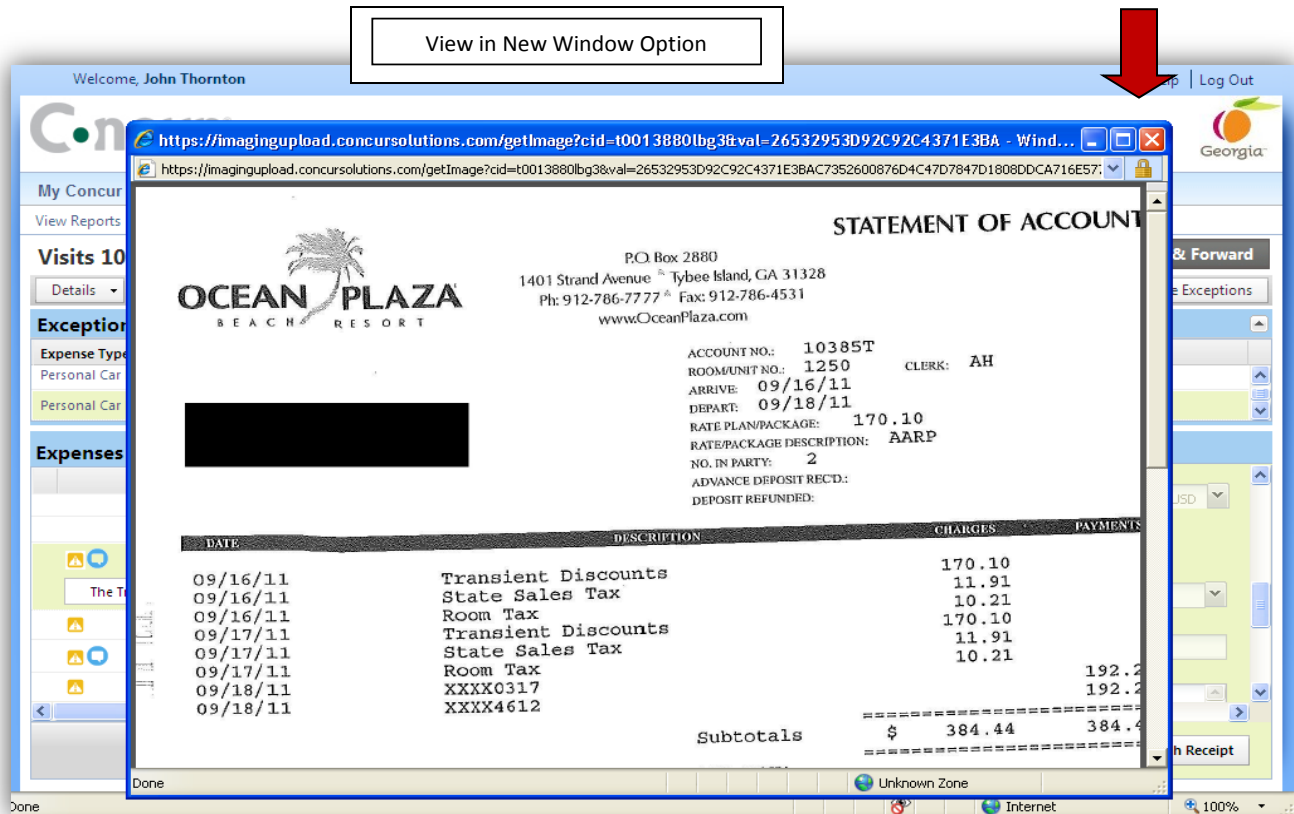
- Does the total mileage calculated by the Mileage Calculator = the total miles claimed?
- Comments explaining exceptions to policy entered in the Comments box?
- DOAS Car Cost Comparison or other approval attached if necessary

## 11. View Receipts attached to the Expense Report

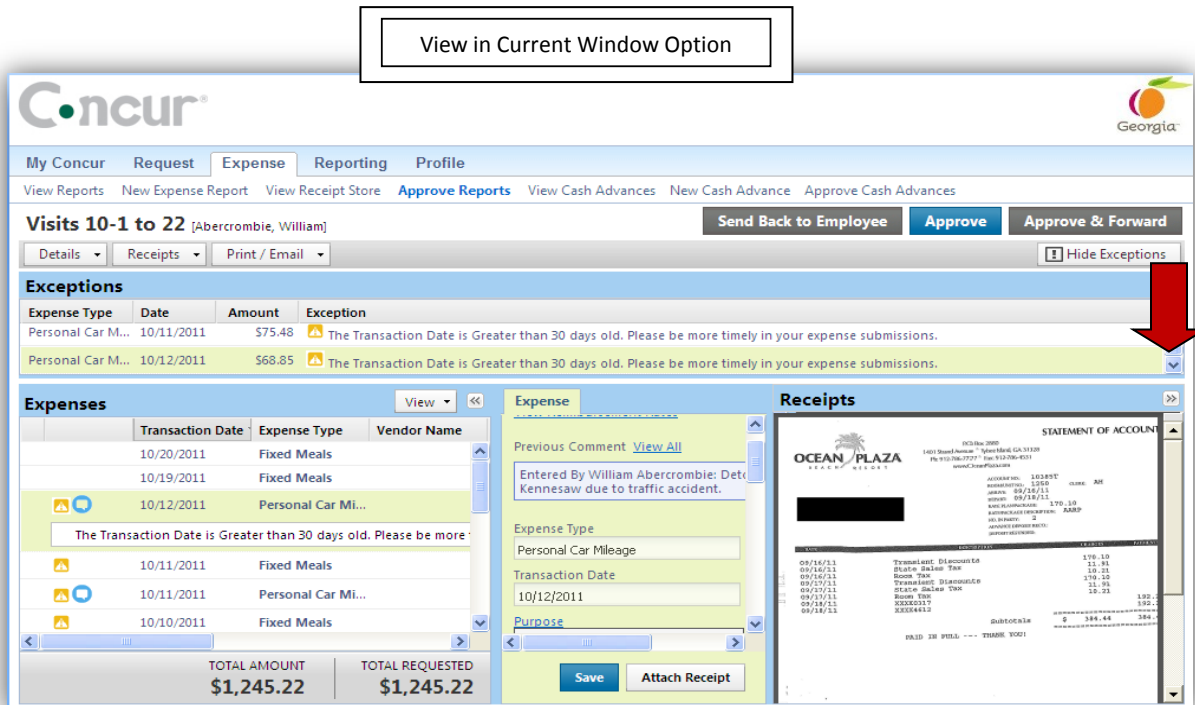
You can choose how you will view receipts by selecting **View Receipts Required in New Window** or **View Receipts in Current Window** from the **Receipts** tab drop down menu.

These options display all receipts attached to the Expense Report.






Click on the red X to close the new window.

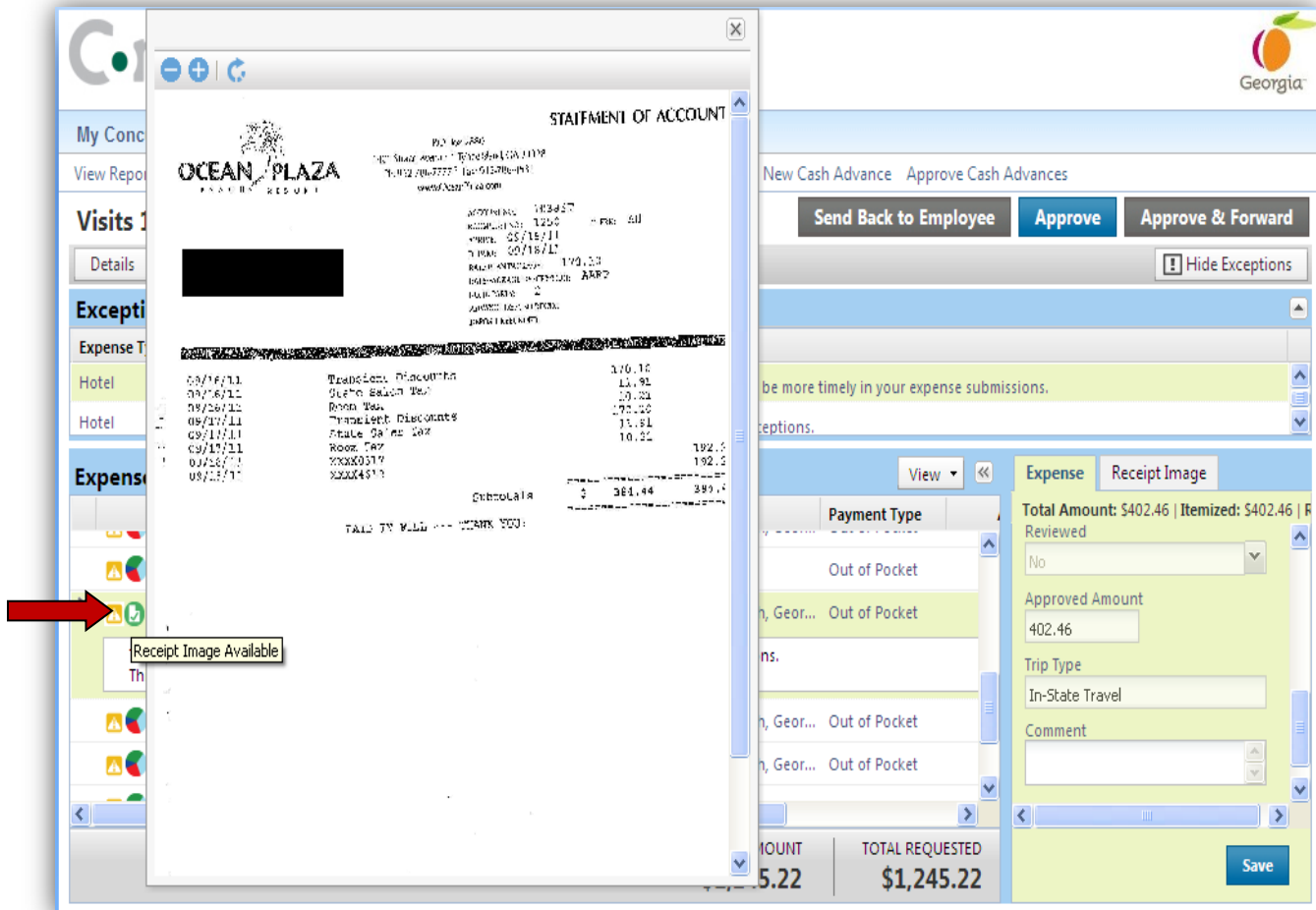


## TTE System: Approvers Handbook

Click on the double arrow to close the Receipts window


You can also view the receipt images attached directly to an expense line item by hovering over the

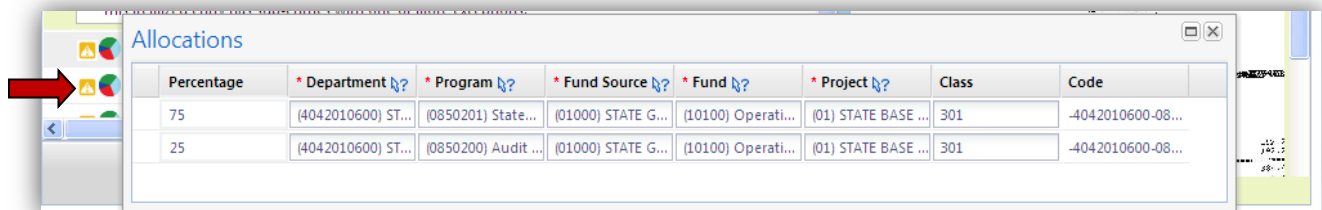
Receipt icon  in the body of the Expense report on the left.



The screenshot displays the TTE System interface. On the left, a sidebar shows navigation options like 'My Conc', 'View Repo', 'Visits', 'Details', 'Excepti', 'Expense T', 'Hotel', and 'Expense'. A red arrow points to a 'Receipt Image Available' tooltip. The main area shows a 'STATEMENT OF ACCOUNT' for 'OCEAN PLAZA'. It lists various expenses with dates and amounts, including 'Travel', 'Hotel', 'Transportation', and 'Meals'. A 'TOTAL REQUESTED' of '\$1,245.22' is shown at the bottom. On the right, a 'New Cash Advance' form is visible, with buttons for 'Send Back to Employee', 'Approve', and 'Approve & Forward'. A 'Hide Exceptions' button is also present.

12. View allocations made by the employee.

To view the allocation of an individual expense item, hover over the allocation icon  to display the details of the Allocation.



The screenshot shows the 'Allocations' window. A red arrow points to the 'Allocation icon' (a small circle with a red and blue gradient). The window displays a table with the following columns: Percentage, Department, Program, Fund Source, Fund, Project, Class, and Code. The table contains two rows of data:

Percentage	Department	Program	Fund Source	Fund	Project	Class	Code
75	(4042010600) ST...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE ...	301	-4042010600-08...
25	(4042010600) ST...	(0850200) Audit ...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE ...	301	-4042010600-08...

## 13. View details for Fixed Meals.

Fixed Meals is the expense type for Meals Per Diem or Travel Allowance.

**Expense**

Expense Type  
Fixed Meals

Transaction Date  
10/02/2011

Purpose of Trip  
Field Visits

City  
Savannah, Georgia

Payment Type  
Out of Pocket

Amount  
27.00 USD

Reviewed  
No

Approved Amount  
27.00

Trip Type  
In-State Travel

Comment

[Show fixed allowances for 10/02/2011](#)

Click on the Show fixed allowances for {date} link to view the individual meal period allowances.

Travel Allowances For Report: Visits 10-1 to 22

Assigned Itineraries | **Expenses & Adjustments** | Reimbursable Allowances Summary

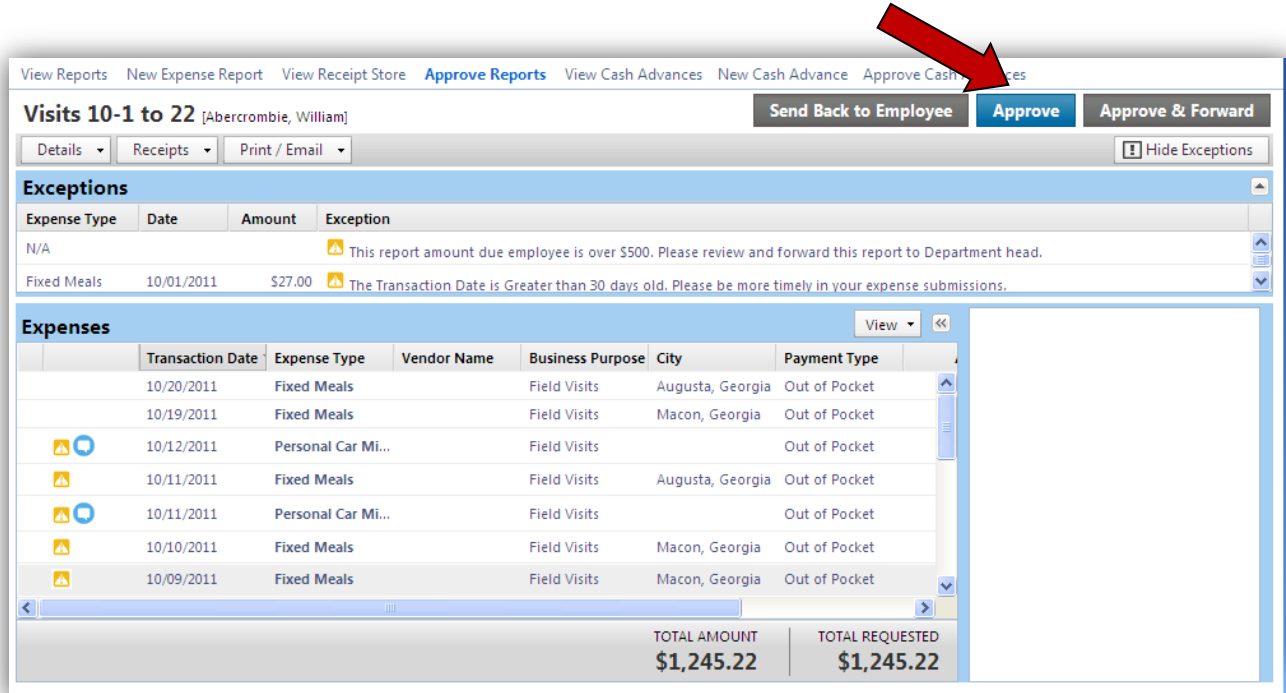
Show dates from 10/02/2011 to 10/02/2011 Go

Exclude   All	Date/Location ^	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/02/2011 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00

Done

Click on **DONE** when you are finished viewing the Travel Allowance details.

13. Approve an Expense Report: after you are satisfied with all the entries, comments and receipts attached, click on **Approve**.



View Reports New Expense Report View Receipt Store **Approve Reports** View Cash Advances New Cash Advance Approve Cash Advances

**Visits 10-1 to 22** [Abercrombie, William] **Send Back to Employee** **Approve** **Approve & Forward**

Details Receipts Print / Email Hide Exceptions

**Exceptions**

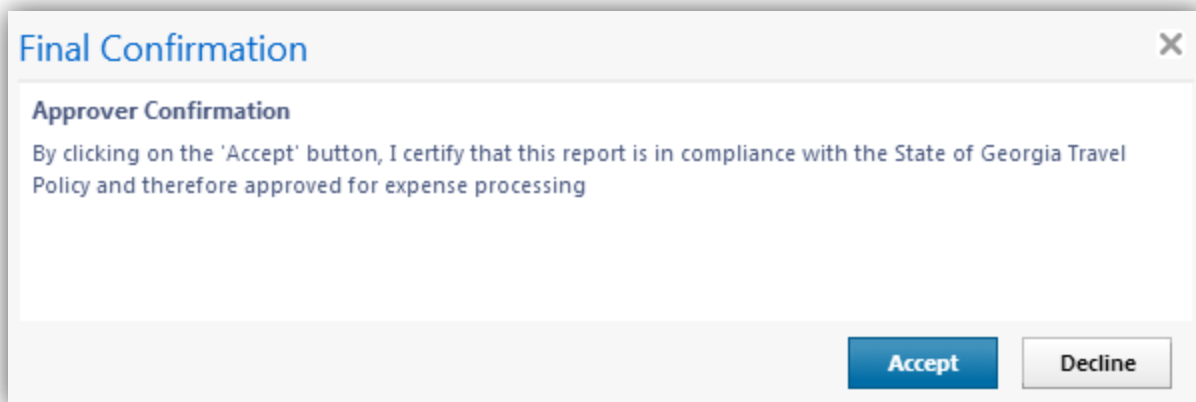
Expense Type	Date	Amount	Exception
N/A			This report amount due employee is over \$500. Please review and forward this report to Department head.
Fixed Meals	10/01/2011	\$27.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

**Expenses**

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type
10/20/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket
10/19/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket
10/12/2011	Personal Car Mi...		Field Visits		Out of Pocket
10/11/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket
10/11/2011	Personal Car Mi...		Field Visits		Out of Pocket
10/10/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket
10/09/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket

TOTAL AMOUNT **\$1,245.22** TOTAL REQUESTED **\$1,245.22**

- Click **Accept** to acknowledge the Final Confirmation.



**Final Confirmation**

**Approver Confirmation**

By clicking on the 'Accept' button, I certify that this report is in compliance with the State of Georgia Travel Policy and therefore approved for expense processing

**Accept** **Decline**

- Click **Approve** to send the Expense Report to the next Approval level.

Approval Flow for Report: Normal Travel 4/1 to 15

Authorized Approval:

Austin, Leslie

Back Office Approval:

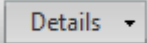
Approve Send Back

Cancel

## How to Allocate Expenses

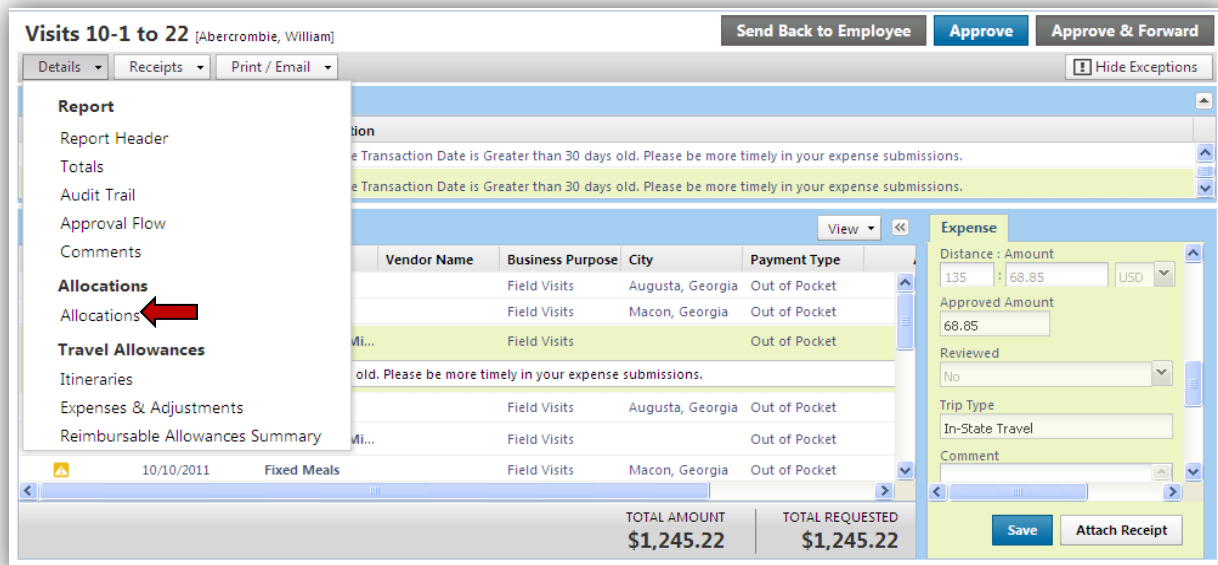
The Allocations feature allows you to allocate single or multiple expenses to different chart fields (projects, departments, funds, etc.). Your Agency may not be configured to have the Approver enter Allocations.

### How to...

1. Open an expense report from the Approval Queue
2. Click the **Details** tab  and select **Allocations** from the Allocations section of the drop down menu.

### Additional Information

The Expense Report opens.



**Visits 10-1 to 22** [Abercrombie, William]

Send Back to Employee | Approve | Approve & Forward

Details | Receipts | Print / Email | Hide Exceptions

**Report**

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Allocations** (highlighted with red arrow)
- Travel Allowances
- Itineraries
- Expenses & Adjustments
- Reimbursable Allowances Summary

Vendor Name	Business Purpose	City	Payment Type
	Field Visits	Augusta, Georgia	Out of Pocket
	Field Visits	Macon, Georgia	Out of Pocket
	Field Visits		Out of Pocket
	Field Visits	Augusta, Georgia	Out of Pocket
	Field Visits		Out of Pocket
	Field Visits	Macon, Georgia	Out of Pocket

**Expense**

Distance : Amount  
135 : 68.85 USD

Approved Amount  
68.85

Reviewed  
No

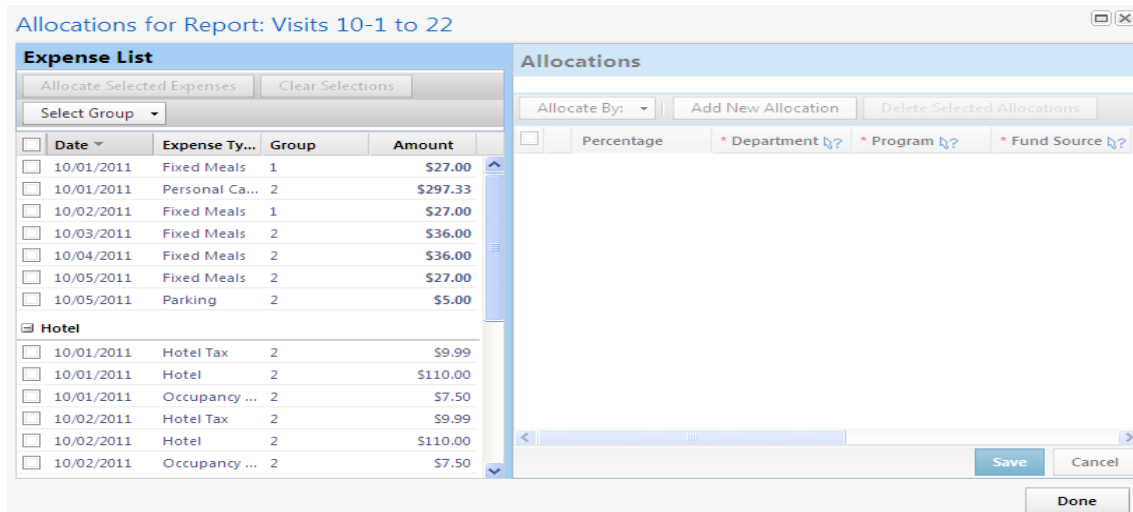
Trip Type  
In-State Travel

Comment

TOTAL AMOUNT \$1,245.22 TOTAL REQUESTED \$1,245.22

Save Attach Receipt

The **Expense List** for the **Allocates for Report** window appears.



**Allocations for Report: Visits 10-1 to 22**

**Expense List**

Allocate Selected Expenses | Clear Selections

Select Group

Date	Expense Ty...	Group	Amount
10/01/2011	Fixed Meals	1	\$27.00
10/01/2011	Personal Ca...	2	\$297.33
10/02/2011	Fixed Meals	1	\$27.00
10/03/2011	Fixed Meals	2	\$36.00
10/04/2011	Fixed Meals	2	\$36.00
10/05/2011	Fixed Meals	2	\$27.00
10/05/2011	Parking	2	\$5.00
<b>Hotel</b>			
10/01/2011	Hotel Tax	2	\$9.99
10/01/2011	Hotel	2	\$110.00
10/01/2011	Occupancy ...	2	\$7.50
10/02/2011	Hotel Tax	2	\$9.99
10/02/2011	Hotel	2	\$110.00
10/02/2011	Occupancy ...	2	\$7.50

**Allocations**

Allocate By: | Add New Allocation | Delete Selected Allocations

Percentage \* Department \* Program \* Fund Source

Save Cancel

Done



- Click in the check box next to the expenses listed in the Expense List that you want to allocate or click in the check box next to Date to select all the expense items.

Select one, multiple or all of the expenses listed in the left hand column.

If you have already entered some allocations you will see group numbers. Click on **Select Group** to choose an entire group of expenses. Click **Clear Selections** to start the selection process over.

**Allocation for Report: Visits 10-1 to 22**

**Expense List**

Allocate Selected Expenses Clear Selections

Select Group

<input type="checkbox"/>	Date	Expense Ty...	Group	Amount
<input checked="" type="checkbox"/>	10/01/2011	Fixed Meals	1	\$27.00
<input checked="" type="checkbox"/>	10/01/2011	Personal Ca...	2	\$297.33
<input checked="" type="checkbox"/>	10/02/2011	Fixed Meals	1	\$27.00
<input checked="" type="checkbox"/>	10/03/2011	Fixed Meals	2	\$36.00
<input checked="" type="checkbox"/>	10/04/2011	Fixed Meals	2	\$36.00
<input checked="" type="checkbox"/>	10/05/2011	Fixed Meals	2	\$27.00
<input checked="" type="checkbox"/>	10/05/2011	Parking	2	\$5.00
<b>Hotel</b>				
<input checked="" type="checkbox"/>	10/01/2011	Hotel Tax	2	\$9.99
<input checked="" type="checkbox"/>	10/01/2011	Hotel	2	\$110.00
<input checked="" type="checkbox"/>	10/01/2011	Occupancy ...	2	\$7.50
<input checked="" type="checkbox"/>	10/02/2011	Hotel Tax	2	\$9.99
<input checked="" type="checkbox"/>	10/02/2011	Hotel	2	\$110.00
<input checked="" type="checkbox"/>	10/02/2011	Occupancy ...	2	\$7.50

**Allocations**

Allocate By: Add New Allocation Delete Selected Allocations

☐ Percentage \* Department \* Program \* Fund Source

Save Cancel

Done

- Click **Allocate Selected Expenses**.

The **Allocations** window to the right is now available.

**Allocations for Report: July 8-13 Expenses**

**Expense List**

Allocate Selected Expenses Clear Selections

Select Group

<input type="checkbox"/>	Date	Expense	Group	Amount
<input checked="" type="checkbox"/>	08/9/2012	Fixed Meals		\$27.00
<input checked="" type="checkbox"/>	08/02/2012	Fixed Meals		\$36.00

**Allocations**

Total: \$110.00 Allocated: \$110.00 (100%) Remaining: \$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project
<input type="checkbox"/>	75	(4042010600) ST...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...
<input type="checkbox"/>	25	(4042000700) IT ...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...

- Click **Allocate By** and select **Percentages or Amount**. (see above)

The system defaults to percentages.

**Allocations**

Allocate By: Percentage Amount

You can allocate the expenses by a percentage of the total or by a specific amount

## TTE System: Approvers Handbook

6. Click **Add New Allocation** to add an additional line to split the allocation.
8. Click in the field representing the chart field you want to change.

Initially one line allocated per the default settings for the user as coded in the HCM system with the entire amount of the expenses to be allocated as dollars or %.

A new line appears to allow you to split the expenses between two different sets of GL entries.

Each time you click **Add New Allocation** a new line appears.

Select the correct entry for the chart field. Once you click on a field, a list of available choices appears.

If you know the information for the chartfield you may type it in

The screenshot shows the 'Allocations' window with a total of \$423.33. The 'Department' dropdown is open, showing a list of options. A red arrow points to the dropdown menu.

Notice where the scroll bar is. The goes to the point in the list that reflects the default coding. Use the scroll bars to navigate up or down through the lists in the chart fields.

Also notice than the default search is by code. You can change the search to text by clicking the Text radio button.

Click on any additional chart fields you need to correct for this allocation.

9. Enter the % or the dollar amount in the **Amount/Percentage** field you wish to allocate.
10. Click **Add New Allocation** for each additional line of allocation you require. Then repeat steps 7 & 8 for each line of allocation you add.

**Percentage** appears if you chose to allocate by percentage; **Amount** appears if you chose to allocate by Amount. You can change this at any time.

Add as many allocations as necessary. You can adjust the amounts and percentages.

11. To save this allocation to reuse again, click on the **Add to Favorites** tab.

The screenshot shows the 'Allocations' window with a total of \$12.00. It displays two allocation lines. A red arrow points to the 'Add to Favorites' button.

## TTE System: Approvers Handbook

- a) Enter a name for the allocation in the dialogue box that opens.
- b) Click **Save**

12. To use an existing allocation from Favorites, click on the **Favorites** tab.


- a. Select the appropriate allocation from the drop down list.

Allocation Name	Status
Test Allocation - Use a name that is meaningful	X
Test Allocation	X
60/40 allocation sssssssss	X
Allocation Favorites Example	X
IT Alloc	X
Special Project Alloca	X
Project X Allocation	X

- b. Click **Yes** in the dialogue box.

12. Click **Save** and then **OK**.

13. In the **Allocate Report** window, click **Done**.

The allocation icon  appears on the left side of the expense items that have allocations.

Expense List			
Date	Expense	Group	Amount
08/03/2012	Fixed Meals		\$27.00
08/02/2012	Fixed Meals		\$36.00
08/01/2012	Fixed Meals		\$27.00
07/17/2012	Cash Adva...		\$0.00
07/13/2012	Dues	1	\$110.00
07/13/2012	Fixed Meals		\$21.00
07/13/2012	Fixed Meals	1	\$27.00
07/10/2012	Fixed Meals	1	\$36.00
07/09/2012	Fixed Meals	1	\$10.00
07/05/2012	Fixed Meals		\$21.00
<b>Hotel</b>			
07/12/2012	Hotel Tax		\$10.00
07/12/2012	Hotel		\$105.00
07/12/2012	Occupancy ...		\$5.00
07/12/2012	Internet Ch...		\$5.00
07/11/2012	Hotel Tax		\$10.00
07/11/2012	Hotel		\$105.00
07/11/2012	Occupancy ...		\$5.00
07/11/2012	Internet Ch...		\$5.00
07/10/2012	Hotel Tax		\$10.00
07/10/2012	Hotel		\$105.00

Allocations						
Allocate By	Add New Allocation	Delete Selected Allocations	Favorites	Add to Favorites		
<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project
<input type="checkbox"/>	75	[4042010600] ST...	[0050201] State...	[01000] STATE G...	[10100] Operati...	[01] STATE BASE...
<input type="checkbox"/>	25	[4042000700] IT ...	[0050201] State...	[01000] STATE G...	[10100] Operati...	[01] STATE BASE...

## *Send an Expense Report Back to the Employee*

All reports awaiting your review and approval appear in the **Approval Queue** section of the **My Concur** page.

### How to...

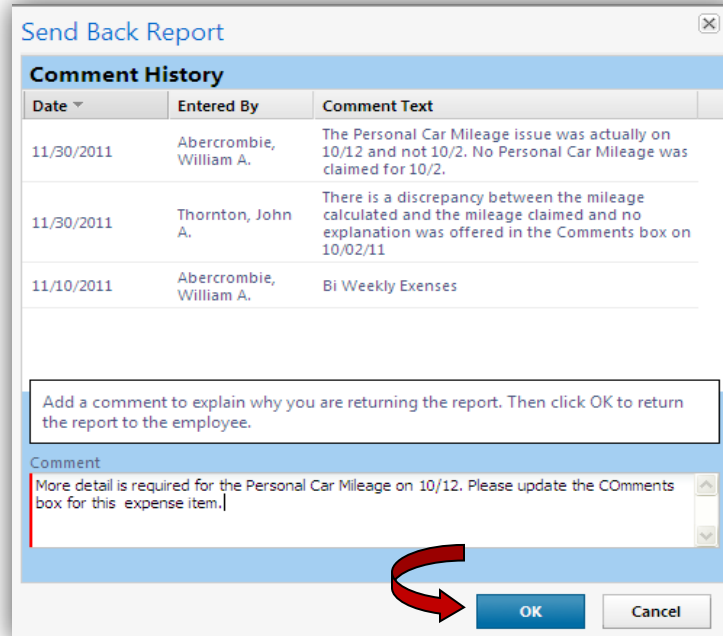
1. Click the report name (link) to open the report.
2. Click **Send Back to Employee**.
3. Enter a comment for the employee, and then click **OK**.

### Additional Information

The **Expense Report** page appears.

The **Send Back Report** box appears.

The report is returned to the employee.



**Send Back Report**

Comment History		
Date ▼	Entered By	Comment Text
11/30/2011	Abercrombie, William A.	The Personal Car Mileage issue was actually on 10/12 and not 10/2. No Personal Car Mileage was claimed for 10/2.
11/30/2011	Thornton, John A.	There is a discrepancy between the mileage calculated and the mileage claimed and no explanation was offered in the Comments box on 10/02/11
11/10/2011	Abercrombie, William A.	Bi Weekly Expenses

Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

More detail is required for the Personal Car Mileage on 10/12. Please update the COMMENTS box for this expense item.

**OK** **Cancel**

## Add an Additional Review Step for an Expense Report

Depending on your Agency configuration, you can add additional approval steps for an expense report, as needed. For example, if an expense report has an amount that is greater than your authorized approval limit or if the expense report has an allocation to a cost center that is not within your approval authorization, you can manually select the appropriate approver for the report.

### How to...

1. On the **My Concur** page in the **Approval Queue** section, click the report name (link) to open the report.
2. Click **Approve & Forward**.
3. Enter the last name of the approver you want to add in the **User-Added Approver** field.

-OR-

Click the **Search Approvers By** dropdown arrow.

Select the desired search option from the dropdown list.

In the **User-Added Approver** field, type the information matching the approver you want to add.

From the list of matches displayed by the search, select the appropriate approver.

4. Enter any comments necessary for the added Approver in the Comment box.
5. Click **Approve & Forward**

### Additional Information

The **Expense Report** page appears.

The **Approval Flow for Report** window appears.

The system will display a list of matches. Select the appropriate approver.

A list of search options appears.

Search by First Name, Last name, Email Address, Login ID

The system displays all matches for the search criteria that you entered.



The expense report is forwarded to the additional approver.

6. Click on **Accept** in the Approver Confirmation dialogue box.


The report continues the approval hierarchy and the Employee status for this report is updated.

## Review A Resubmitted Expense Report

Any resubmitted Expense Reports waiting for your review and approval appear in the **Approval Queue** section of the **My Concur** page along with newly submitted Expense Reports. A resubmitted Expense Report is indicated by the Resubmitted icon.

Approval Queue				
<a href="#">Travel Requests (0)</a> <a href="#">Expense Reports (1)</a> <a href="#">Cash Advances (1)</a>				
	Report Name	Employee	Report Date	Requested Amount
	<a href="#">Visits 10-1 to 22 Field Visits</a>	 Abercrombie, William	11/15/2011	USD 1,245.22

### How to...

1. Click the report name [\(link\)](#) of the report with the Resubmitted icon  to open the report.
2. Click on the **Details** tab and select **Comments** from the **Report** section.

### Additional Information

The expense report appears.

This icon indicates the report was returned to the user, corrected and resubmitted for Approval.

The Report Level comments will appear. The comments you entered to instruct the employee what to correct appear here as well as any comments the employee sent back to you.

Comment source is indicated in **Entered By**.

Click **Cancel** to exit the Comments.

### Comment History

Date	Entered By	Comment Text
11/30/2011	Abercrombie, William A.	The Personal Car Mileage issue was actually on 10/12 and not 10/2. No Personal Car Mileage was claimed for 10/2.
11/30/2011	Thornton, John A.	There is a discrepancy between the mileage calculated and the mileage claimed and no explanation was offered in the Comments box on 10/02/11
11/10/2011	Abercrombie, William A.	Bi Weekly Expenses

If you would like to add a comment to this report, type it in the text box below and then click Save.

Comment

Save Cancel

3. Review the item that was corrected.
4. Click **Approve**. The prompts will be the same as when you first approved the Expense Report.

The report moves to the next step in the workflow.

## Section 4: Review & Approve Cash Advance Requests

Depending on your Agency policy, employees may be able to request a Cash Advance in TeamWorks Travel & Expense before incurring travel expenses. Once submitted, the request is routed to the employee's Cash Advance Approver, who may or may not be the employee's manager and may be different from the employee's expense report approver. Cash Advance will not appear if it is not configured for your Agency or if you do not have approval authority.


All Cash Advance Requests awaiting your review and approval appear in the **Approval Queue** section of **My Concur**.

### How to...

1. Access a Cash Advance Request from the **Approval Queue** by clicking on the Report Name.


### Additional Information

The **Cash Advance Approval List** opens.  
Select one to review for approval by clicking on it.



Approval Queue			
Travel Requests (0) Expense Reports (1) <b>Cash Advances (2)</b>			
Cash Advance Name	Employee	Request Date	Amount Requested
trip	Abercrombie, William	11/09/2011	USD 500.00
2012 HR Conference NY	Abercrombie, William	12/01/2011	USD 1,000.00

The **Cash Advance Approval List** opens.  
Select one to review for approval by clicking on it.



Concur®								Georgia	
My Concur Request Expense Reporting Profile									
View Reports New Expense Report View Receipt Store Approve Reports View Cash Advances New Cash Advance <b>Approve Cash Advances</b>									
Cash Advance List								Reject Approve	
<b>Cash Advance Approval List</b>									
Comments Audit Trail									
Cash Advance Name	Employee Name	Comment	Request Date	Amount Requested	Exchange Rate	Starting Balance	Available Balance		
2012 HR Conference NY	Abercrombie, William	2012 HCI Strategy & Workforce Planning Conference Jan 30 - Feb 1st Atlanta GA	12/01/2011	\$1,000.00		Not Available	\$0.00		
trip	Abercrombie, William	tjgprkg[erl]	11/09/2011	\$500.00		Not Available	\$0.00		

2. To Approve the **Cash Advance** click on **Approve**.

There are only a couple of fields in the Cash Advance Request. You can see all of them.

Enter any comments in the **Approve Cash Advance** box appears and then click **OK**

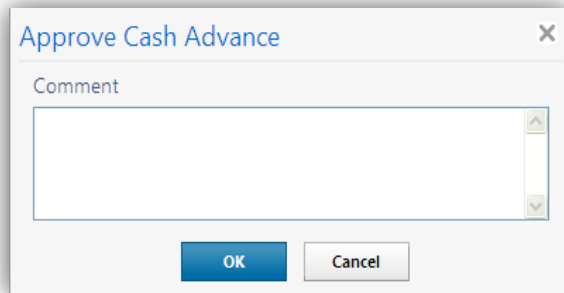
The Cash Advance Request will be routed to the Cash Advance Administrator for final approval.

3. To Reject the Cash Advance, click on **Reject**.

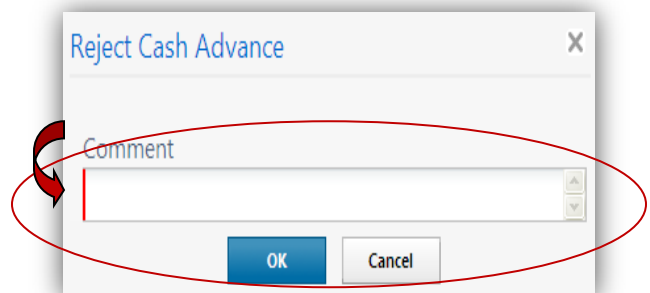
A **Reject Cash Advance** box appears. You are required to enter a reason for rejecting the **Cash Advance Request**.

Click on **OK**.

The rejected **Cash Advance Request** is routed back to the employee.



The 'Approve Cash Advance' dialog box features a title bar with the text 'Approve Cash Advance' and a close button (X). Below the title bar is a label 'Comment' above a large, empty text input area. At the bottom of the dialog are two buttons: 'OK' (blue) and 'Cancel' (white).




The 'Reject Cash Advance' dialog box features a title bar with the text 'Reject Cash Advance' and a close button (X). Below the title bar is a label 'Comment' above a text input area. A red circle highlights the text input area, and a red curved arrow points to it from the left. At the bottom of the dialog are two buttons: 'OK' (blue) and 'Cancel' (white).



## Section 5: Review & Approve Requests

Depending on your Agency policy, employees may be required to make a Request to get pre-trip authorization before incurring travel expenses. Once submitted, the request is routed to the employee's Request Approver, who may or may not be the employee's manager and can be different from the employee's expense report approver. Request Approval hierarchy is determined by each Agency. Request will not appear if it is not configured for your Agency or if you do not have approval authority.

All Requests awaiting your review and approval appear in the **Approval Queue** section of **My Concur**. You can also access them in the **Request Tab** under **View Requests**. The second option allows you to view unapproved and previously received Requests.



Approval Queue						
Approve						
Requests (4) Expense Reports (3)						
	Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
<input type="checkbox"/>	Annual Cert Training 3=1 to 6 Certific	3ELP	Abercrombie, William	03/01/2013 03/06/2013	02/19/2013	\$1,175.00
<input type="checkbox"/>	Trip to Moultrie site visits	3ELM	Abercrombie, William	02/25/2013 02/28/2013	02/13/2013	\$900.00
<input type="checkbox"/>	SHRM Conference Washington DC Required CE's	3ELT	Abercrombie, William	02/17/2013 02/21/2013	02/25/2013	\$950.00
<input checked="" type="checkbox"/>	Tennessee Commerce Visits 12/10 t normal travel	3EH9	Abercrombie, William	12/10/2012 12/14/2012	02/12/2013	\$425.00

### How to...


1. Access a Request from the **Approval Queue** by clicking on the Report Name.
2. Review the **Summary Request Header** information.


### Additional Information

The **Request** opens showing summary detail by segment type.


The **Request Summary** opens automatically when you open the Request.

To view segment details, click on **View Increment Detail** or the **Segments** tab.

If you see the delegate icon  it indicates this report was submitted by a delegate and not the employee.



Request 3ELT [Abercrombie, William]				Print / Email		Send Back Request		Approve		Approve & Forward	
Request Name: SHRM Conference Washington DC										Status: Submitted & Pending Approval	
Purpose: Required CE's										Amount: \$950.00	
Request Header				Segments		Approval Flow		Audit Trail			
Date	Expense	Amount	Requested								
02/17/2013	Airfare	\$250.00	\$250.00								
02/17/2013	Rental Cars Only	\$125.00	\$125.00								
02/17/2013	Lodging	\$525.00	\$525.00								
02/17/2013	Other	\$50.00	\$50.00								
		TOTAL AMOUNT	TOTAL REQUESTED								
		\$950.00	\$950.00								




- Review the **Segments** information: click on the Segments tab to view the details.

Segments information can contain specific airline ticket costs, car rental costs, hotel costs, miscellaneous costs and dining (Meals Per Diem/Travel Allowances) estimated by the employee for the requested travel.

Using the Scroll Bars on the right, scroll through and review each segment.

Air Ticket Segment


**Hotel Reservation**

**Amount:** \$525.00

Check-In

City:   
Date:   
Detail:

Check-Out

Date:


Comment:

Allocate

Modify

Delete

Car Rental Segment


**Car Rental**

**Amount:** \$125.00

Pick-up

City:   
Date:   
Detail:


Drop-off

City:   
Date:   
Detail:

Comment:

Allocate

Hotel Segment


**Hotel Reservation**

**Amount:** \$525.00

Check-In

City:   
Date:   
Detail:

Check-Out

Date:

Comment:

Allocate

Modify

Delete

Miscellaneous Segment

Miscellaneous

Amount: \$60.00

Departure City:

Arrival Date:

Detail:

Arrival City:

Departure Date:

Detail:

Comment:
Registration Fee

Allocate

Notice that comments were entered for the Miscellaneous request. It is a required field for the traveler.

There is also a segment available for entering Dining (Meals Per Diem).

3. To approve the **Request**, click on **Approve**.

An approval confirmation acknowledgement will appear briefly.

Request 3ELT [Abercrombie, William]

Cancel Save Print / Email Send Back Request Approve Approve & Forward

Request Name: SHRM Conference Washington DC  
Purpose: Required CE's

Status: Submitted & Pending Approval  
Amount: \$950.00

4. To return the **Request** to the employee, click on **Send Back Request**.

Request 3ELT [Abercrombie, William]

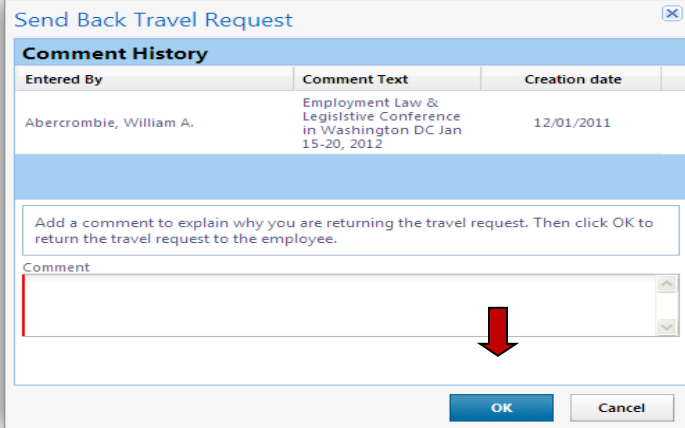
Cancel Save Print / Email Send Back Request Approve Approve & Forward

Request Name: SHRM Conference Washington DC  
Purpose: Required CE's

Status: Submitted & Pending Approval  
Amount: \$950.00

Clicking on **Send Back Request** opens the **Send Back Request** dialogue box. In the **Comments** box enter exactly what you want the employee to do before he re-submits this same Request.

Click on **OK** to send the **Request** with your comments back to the employee.



**Send Back Travel Request**

**Comment History**

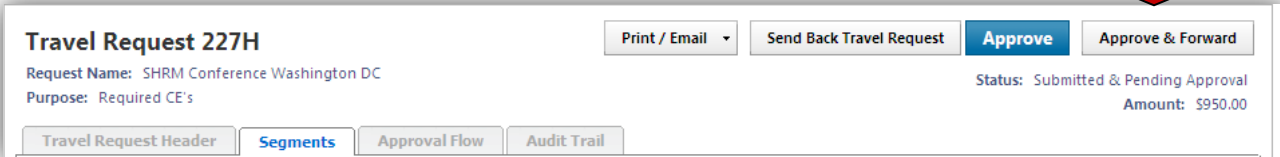
Entered By	Comment Text	Creation date
Abercrombie, William A.	Employment Law & Legislative Conference in Washington DC Jan 15-20, 2012	12/01/2011

Add a comment to explain why you are returning the travel request. Then click OK to return the travel request to the employee.

Comment

OK Cancel

- To add an additional review step for the Request, click on **Approve & Forward**.



**Travel Request 227H**

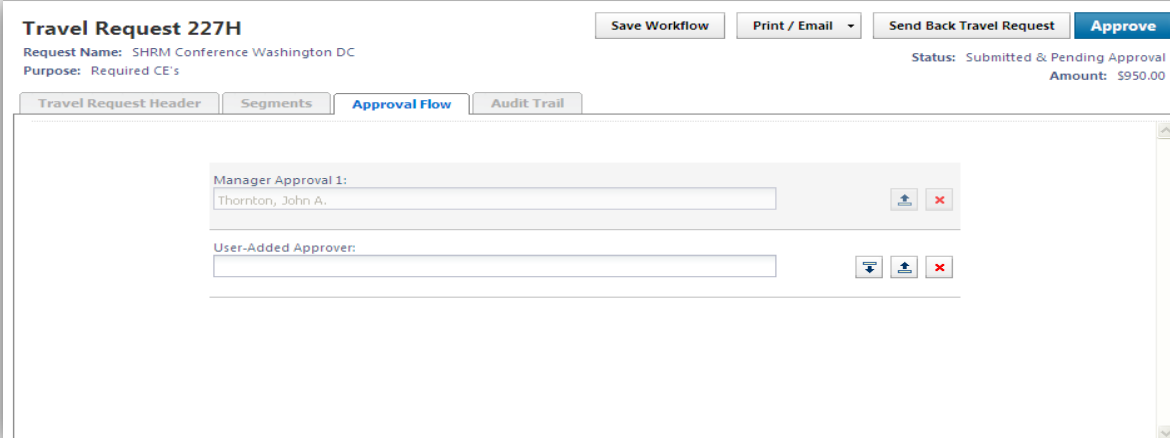
Request Name: SHRM Conference Washington DC  
Purpose: Required CE's

Status: Submitted & Pending Approval  
Amount: \$950.00

Print / Email Send Back Travel Request **Approve** **Approve & Forward**

Travel Request Header Segments Approval Flow Audit Trail

The **Approval Flow** tab opens.



**Travel Request 227H**

Request Name: SHRM Conference Washington DC  
Purpose: Required CE's

Status: Submitted & Pending Approval  
Amount: \$950.00

Save Workflow Print / Email Send Back Travel Request **Approve**

Travel Request Header Segments **Approval Flow** Audit Trail

Manager Approval 1:  
Thornton, John A.

User-Added Approver:

Type the last name of the approver you want to add in the **User-Added Approver** field.

The system will display the best matches it can find as you type.

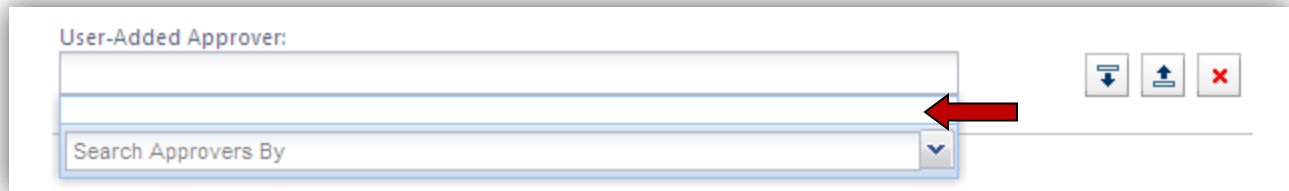
Select the appropriate approver from the list.

**-OR-**

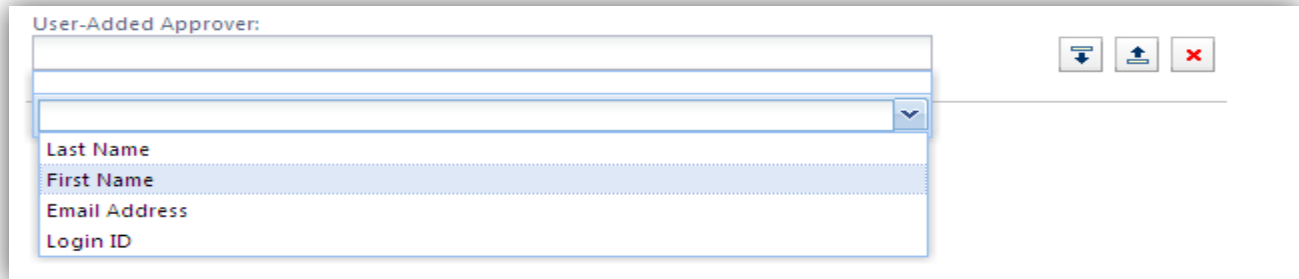
Click in the **User-Added Approver** box

The **Search Approvers By** box appears

Click on the drop down menu arrow.



Search Criteria appears. Select any of the lines as your search criteria.



Click on the User-Added Approver field and type in the information for the approver you want to find.

The system displays all matches for the search criteria that you entered.

Click on the appropriate approver.

A brief confirmation box appears.

Click **Approve**

## Section 6: View Previously Approved Reports

The Approval Queue displayed on My Concur displays reports pending approval. The Approval Queue as displayed in the Approve Reports section of Expenses has additional options for viewing reports pending and already approved.

### My Concur View:

My Concur Request Expense Reporting Profile				
<b>Approval Queue</b>				
Travel Requests (0) Expense Reports (2) Cash Advances (1)				
Report Name	Employee	Report Date	Requested Amount	
Monthly Site Visits normal business	Abercrombie, William	06/28/2012	USD 216.12	
NW GA Review 3/1-15 Audits	Abercrombie, William	06/16/2012	USD 415.59	

### Approve Reports View:

My Concur Request Expense Reporting Profile							
View Reports New Expense Report View Receipt Store <b>Approve Reports</b> View Cash Advances New Cash Advance Approve Cash Advances							
Expense Report List							
<b>Reports Pending your Approval (2)</b>							
View							
<input type="checkbox"/>	Employee Name	Report Name	Comments	Report Date	Date Submitted	Total	Requeste...
<input type="checkbox"/>	Abercrombie, Willia...	Monthly Site Visits normal business		06/28/2012	09/21/2012	\$216.12	\$216.12
<input type="checkbox"/>	This report and/or entry allocation has been charged to another department. If applicable, prior to approving add an additional approval step for the charged Approver by using the "Approve & Forward" option.						
<input type="checkbox"/>	Abercrombie, Willia...	NW GA Review 3/1-15 Audits	Report's approval time expired and it was sent to the System Processor.	06/16/2012	09/21/2012	\$415.59	\$415.59
<input type="checkbox"/>	This report and/or entry allocation has been charged to another department. If applicable, prior to approving add an additional approval step for the charged Approver by using the "Approve & Forward" option.						
<input type="checkbox"/>	This report has one or more entry level exceptions.						

## How to view previously approved Expense Reports

### How to...

1. From **My Concur** select the **Expense** tab
2. Select **Approve Reports**

### Additional Information

The **Expense** tab opens to *Active Reports*

My Concur Request Expense Reporting Profile							
View Reports New Expense Report View Receipt Store <b>Approve Reports</b> View Cash Advances New Cash Advance Approve Cash Advances							
Expense Report List							
<b>Active Reports</b>							
View Create & Edit							
<input type="checkbox"/>	Report Name	Comments	Status	Payment Status	Report Date	Total	Request...
<input type="checkbox"/>	test		Not Submitted	Not Paid	06/28/2012	\$0.00	\$0.00

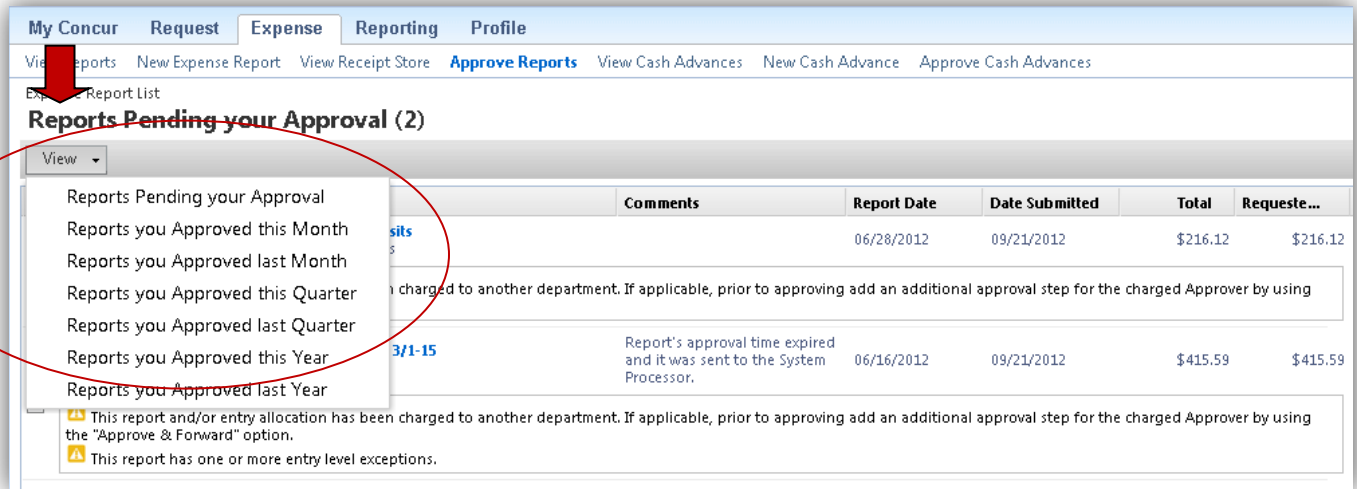
### Reports Pending your Approval opens

## How to...

- Click on the drop down arrow in the **View** box

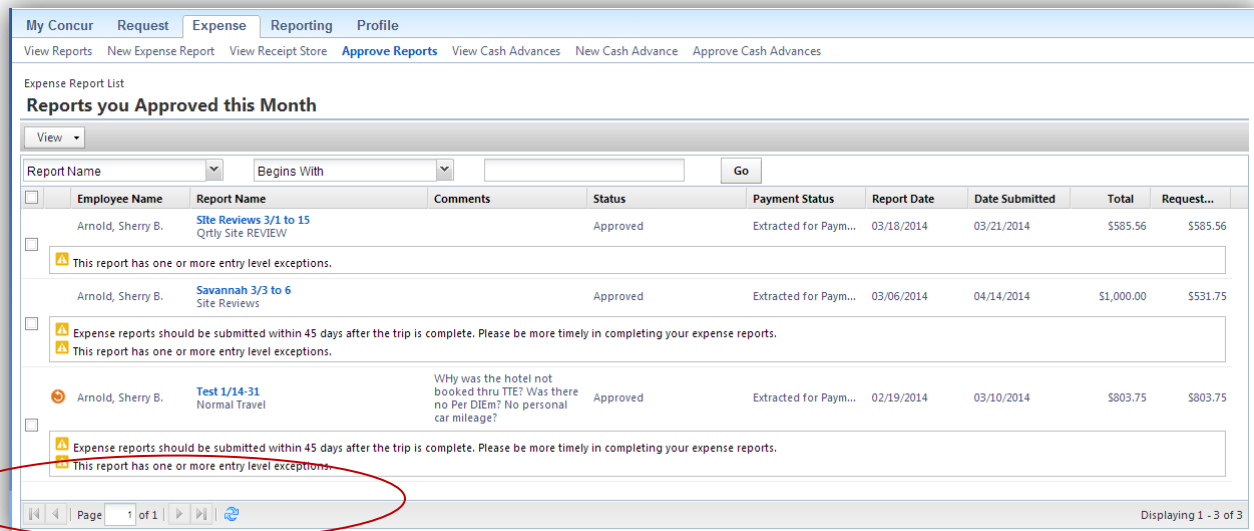
## Additional Information

A list of the available views appears



- Select the view meeting your requirement

In our example we chose *Reports you Approved this Month*



Note the arrows at the bottom of the page that will allow you to navigate between pages

- Once you open an already approved Expense Report for review, **Next Report** and **Previous Report** buttons appear at the bottom of the expense report page. You can scroll back and forth from report to report easily.

These buttons appear for all previously approved reports, when the approver is reviewing historical data. They do *not* appear for reports pending review, where the approver needs to take action to approve or return the report.

My Concur Request Expense Reporting Profile

View Reports New Expense Report View Receipt Store **Approve Reports** View Cash Advances New Cash Advance Approve Cash Advances

Savannah 3/3 to 6 [Arnold, Sherry]

Summary Details Receipts Print / Email Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
N/A			Expense reports should be submitted within 45 days after the trip is complete. Please be more timely in completing your expense reports.
Fixed Meals	03/03/2014	\$27.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

**Expenses**

Transaction Date	Expense Type	Vendor Name	Business Purpose
03/06/2014	Fixed Meals		Site Reviews
03/06/2014	Hotel	Ocean Hotel	Site Reviews
03/06/2014	Cash Advance ...		Site Reviews
03/05/2014	Fixed Meals		Site Reviews
03/04/2014	Fixed Meals		Site Reviews
03/03/2014	Fixed Meals		Site Reviews
03/03/2014	Cash Advance ...		Site Reviews

**Report Summary**

Report Totals

Amount Due Company	Amount Due Employee
\$468.25	\$0.00

**Requests (1)**

Request Name	Request ID	Amount Approved	Amount Remaining
Savannah 3/3 to 6	3M4J	\$525.00	\$120.00

**Cash Advances (2)**

Cash Advance Name	Request Date	Amount Requested	Starting Balance	Available Balance
Savannah 1/15 to 19	02/19/2014	\$500.00	\$500.00	\$0.00
Savannah 3/3 to 6	03/03/2014	\$500.00	\$500.00	\$0.00







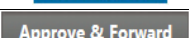











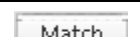











TOTAL AMOUNT \$1,000.00 TOTAL APPROVED \$531.75




















<< Previous Report Next Report >>

- When you exit **Approve Reports** will default to the *Reports Pending your Approval* view





## Appendix A: Buttons and Icons Reference

Button/Icon Description	
	<b>Add New Allocation:</b> Add a new allocation row.
	<b>Airfare:</b> Indicates Air Reservation on Request
	<b>Allocate By:</b> Choose between allocating by percentage or amount.
	<b>Allocations:</b> Indicates that an expense entry has been allocated.
	<b>Attendees:</b> Indicates that an expense entry has associated attendees.
	<b>Approve:</b> Approve the expense report for processing.
	<b>Approve &amp; Forward:</b> Add additional review steps for an expense report.
	<b>Calendar:</b> Brings up a calendar to select transaction date
	<b>Car Rental:</b> Indicates Car Rental on Request..
	<b>Credit Card Transaction:</b> Indicates that an expense entry was from a credit card transaction.
	<b>Comments:</b> Indicates that an entry has comments associated with it.
	<b>Create Expense Report:</b> Creates an expense report from a completed Trip Itinerary or a Request.
	<b>Delete Report:</b> Deletes the current expense report. *Only originator can delete.
	<b>Details:</b> Provides options to view details of the expense report such as the report header, allocations, and audit trail.
	<b>Dining:</b> Indicates Per Diem/ Meals on a Request.
	<b>Exceptions:</b> Indicates that an expense entry has an exception associated with it. Red exceptions create a hard stop. Yellow errors allow you to continue.
	<b>Import:</b> Provides access to import trip details or credit card charges to the current expense report.
	<b>Match:</b> This is used to combine Smart Expense entries when Corporate Card Charges and Trip data are not automatically matched by the system.
	<b>Itemize:</b> Save the current expense entry and begin the itemization process. For example, hotel expenses have to be itemized.
	<b>Lodging:</b> Indicates Hotel/Lodging on Request.
	<b>Misc:</b> Indicates Miscellaneous Expenses on a Request.
	<b>Mobile Expense:</b> Indicates that the expense was entered in Concur Mobile.
	<b>Multiply:</b> Reverses the exchange rate when working with foreign out of pocket transactions.
	<b>New Attendee:</b> Add a never before used attendee to an expense report.
	<b>New Expense:</b> Add a new expense entry to an Expense Report.
	<b>New Expense Report:</b> Create a new expense report.
	<b>Next:</b> To advance to next step I the process being used
	<b>Personal:</b> Indicates that an expense entry was marked as personal.
	<b>Print:</b> Access the fax cover page or detail report for the current expense report.
	<b>Recall:</b> Allows you to recall a submitted Expense Report or Request if it has not been approved.

Button/Icon Description	
	<b>Receipts:</b> Access to attach receipt images or view previously attached receipts.
	<b>Receipt Required:</b> Statewide Travel Policy requires a receipt for this item
	<b>Receipt Required:</b> Statewide Travel Policy requires a receipt for this item and it is attached to the expense line item.
	<b>Reserve:</b> Reserves the selected trip details. A green reserve indicates the reservation is within Policy, Yellow indicates out of policy but you can book it. Red indicates out of policy and you will not be allowed to make the reservation.
	<b>Resubmitted:</b> This icon indicates the Expense Report or Request was returned to the maker by an approver at least once. It also appears in the Approval Queue of the approver when a user corrects and resubmits a report.
	<b>Seat map:</b> Click to view the flight seat map.
	<b>Send Back to Employee:</b> Allows the approver to send the expense report back for corrections.
	<b>Submit Report, Submit Request:</b> Submit the report for approval.
	<b>Tooltip:</b> Click the tooltip icon to view the associated field-related help.
	<b>Show / Hide Itemization:</b> Click this icon to view or hide itemization specifics.
	<b>Travel Search Air Fare Legend:</b> Flight has lowest logical airfare.
	<b>Travel Search Air Fare Legend:</b> Refundable Fare.
	<b>Travel Search Air Fare Legend:</b> Flight arrives on a different day than departure.
	<b>Travel Search Air Fare Legend:</b> Short or long connection time.
	<b>Travel Search Air Fare Legend:</b> Turboprop aircraft used.
	<b>Travel Search Air Fare Legend:</b> Flight is Fly America Act compliant.
	<b>Travel Search Air Fare Legend:</b> Flight has 50-90% Go-Go Wi-Fi coverage.
	<b>Travel Search Air Fare Legend:</b> Flight has 100% Go-Go Wi-Fi coverage.
	<b>Yellow Diamond(s):</b> Preferred vendor.

## Appendix B: Expense Report Approver Checklist

Open the <b>Expense Report</b> from the <b>Approval Queue</b> in My Concur
From the <b>Details</b> tab:
<input type="checkbox"/> Review the <b>Report Header</b> Information
<input type="checkbox"/> Review the <b>Audit Trail</b>
<input type="checkbox"/> Enter any <b>Allocations</b> required (depends on Agency configuration)
<input type="checkbox"/> Review <b>Travel Allowances</b> (Meals Per Diem) entered
<input type="checkbox"/> Review <b>Comments</b> History
<input type="checkbox"/> Review <b>Cash Advances Assigned</b>
From <b>Expenses</b> :
<input type="checkbox"/> Review individual Expense line items
<input type="checkbox"/> Hover over Receipts icon  to view receipts attached to individual line item Expenses
<input type="checkbox"/> Review Personal Car Mileage & Mileage Calculator Mileage
<input type="checkbox"/> Hover over Allocations icon  to review allocations made by the employee to an individual line item
From the <b>Receipts</b> tab:
Click <b>Receipts Required</b> to detail receipts required by statewide Travel Policy
<input type="checkbox"/> Click <b>View Receipts In New Window</b> or <b>View Receipts in Current Window</b> to view ALL receipts.
Choose <b>Approve</b> , <b>Approve &amp; Forward</b> or <b>Send Back to Employee</b>

## Appendix C: Cash Advance Approver Checklist

Select the <b>Cash Advance Request</b> from the <b>Approval Queue</b> in My Concur
<input type="checkbox"/> Click the <b>Comments</b> tab to review all Comments
<input type="checkbox"/> Click the <b>Audit Trail</b> tab to review the Audit Trail
<input type="checkbox"/> Select <b>Approve</b> or <b>Reject</b>

## Appendix D: Request Approver Checklist

Select the <b>Request</b> from the <b>Approval Queue</b> in My Concur
<input type="checkbox"/> Review the <b>Request Header</b> Information
<b>Segments Tab:</b>
<input type="checkbox"/> Review any Car Rental requests
<input type="checkbox"/> Review any Airfare requests
<input type="checkbox"/> Review any Hotel requests
<input type="checkbox"/> Review any Meals requests
<input type="checkbox"/> Review any Miscellaneous requests
Select <b>Send Back Request</b> , <b>Approve</b> or <b>Approve &amp; Forward</b>

